



NATIONAL BUDGET AND AID MANAGEMENT SYSTEMS

(DAD AFGHANISTAN)

ANALYTICAL INTERFACE USER MANUAL

Version 2.6



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INTRODUCTION

The purpose of this document is to describe how the *Development Assistance Database for Afghanistan (DAD Afghanistan)* portion of the *National Budget and Aid Management Systems Afghanistan* application functions and provide the necessary instructions to ensure successful work with the application. Use of this document and compliance with the standards specified herein is mandatory for anyone working with the above-mentioned application.

OVERVIEW

The *Development Assistance Database for Afghanistan (DAD Afghanistan)* is an automated information management system which is designed to improve efficiency and transparency of national development planning and coordination of donor activities in the country. It is also a powerful tool for tracking and analyzing aid flows. The system serves as the main database and data collection and reporting system for the Government of Afghanistan, donor and NGO community as it ensures effective access to the development data.

The main objectives of *DAD Afghanistan* is to serve as a reliable and credible source of information on overall donor contributions to Afghanistan's reconstruction, economic recovery and socio-economic development, as well as to support the Government in effectively managing development assistance and promoting the accountable and transparent use of resources.

DAD Afghanistan is a powerful tool that allows the user to view project data organized into lists, reports, charts, and maps. In *DAD Afghanistan*, users are able to present the data stored in the application in the form of different analytical reports, such as list, chart, map, and table reports, memorize/save the reports, print them, and export them into PDF, MS Word and MS Excel format files.

In the current design, *DAD Afghanistan* consists of the following applications:

- **Core Project** – this application lists the development projects that receive funds for their implementation from the state budget. In this application, the user can view the project data, as well as add new projects or modify the information of existing projects.



- **External Project** – this application is designed to track the implementation of the development projects that are financed from external sources, e.g. bilateral donors, international NGOs, etc.
- **Grant/Loan Profile** - this application provides information about the grants/loans, gives details about the agreement, the purpose of the grant/loan, the funding agency, the implementing ministry, date of agreement and closing date, the amount given, grant/loan conditions, etc.
- **Donor Profile** - this application is designed to track the donor profile information. Moreover, it gives the donor organizations / entities the possibility to provide information about the amount of assistance provided to the country, etc.
- **Contract & Allotment** - this application is designed to track the information on project contracts and allotments, contractors and 2nd level implementers, payment schedule, expenditures, fund components, amounts paid, etc.
- **Contingency Fund and Reserved Code** - this application provides information about the projects funded by Contingency Fund as well as the budget reserve funds expended to eliminate the contingency events that occurred during the conduct of the project.
- **Current Budget** – this application serves as an information hub for expenditures (both actual and requested) on the ministry or program level.
- **Revenue** – this application is designed to provide information about different types of revenue (e.g. tax, from external sources, etc.) estimated and received.
- **Tashkeel** – this application provides information about the staff at Afghan ministries and other governmental bodies based on the Tashkeel (Afghan civil service payroll).
- **Narrative** – this application provides information about the actual and planned programs, results to be achieved together with baseline and target data.
- **Budget Versions** – this application keeps track of various versions of the national budget.
- **Financial Plan** - this application provides information about the expenditure categories and allotments to them per each location where the project is implemented.



- **Integrated Reporting Application** – this application consolidates and displays information on all projects recorded in different applications of *DAD Afghanistan*.

The examples described in the sections below are based on the *Core Project* application.

DAD Afghanistan provides a web-based user interface and requires a web browser pre-installed.

Note: To ensure more flexibility and a more user-friendly environment, *DAD Afghanistan* has been implemented as a bi-lingual system allowing the users to view the data presented in the system in two languages: English and Dari.



WHO USES DAD AFGHANISTAN?

The table below lists the groups of users that might be accessing and managing *DAD Afghanistan*:

Users Group	Who are they?	Why do they need DAD access?
Administrators	DAD Afghanistan system administrator	• Access to the entire data stored in <i>DAD Afghanistan</i>; • Participation in the Development and Operational Budget Transfer Request revision and approval process; • Ability to revert already processed fund transfers. • Participation in the Development and Operational project Allotment Request revision and approval process; • Ability to execute allotment requests.
BEU Group	Budget Execution Unit users	• Access to the entire data stored in <i>DAD Afghanistan</i>; • Participation in the Development and Operational Budget Transfer Request revision and approval process; • Ability to revert already processed fund transfers; • Participation in the Development and Operational project Allotment Request revision and approval process; • Ability to execute allotment requests.
Core Project users	Users with the permission to manage core projects	• Responsible for adding and/or editing core projects; • Responsible for revising the draft fund transfer requests, making necessary changes and applying the draft for a submission; • Responsible for submitting fund transfer requests, cancelling the request before it is approved or rejected; • Ability to edit rejected requests and re-submit them to Administrators and BEU Group users for review.



MoF Sector Unit users	Ministry of Finance Sector Unit users	• Access to the Operational and Development project data; • Participation in the Allotment creation process. • Responsible for revising the draft allotment requests, making necessary changes and applying the draft for a submission; • Responsible for submitting allotment requests, cancelling the request before it is approved or rejected; • Ability to edit rejected requests and re-submit them to Administrators and BEU Group users for review.
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For each user group, a specific role is assigned by the *DAD Afghanistan* system administrator in accordance with the requirements. Depending on the role, users get certain permissions to add, edit or modify and view entries in the *DAD Afghanistan* application.

Note: If you do not have enough permissions to perform certain actions, please refer to your project coordinator or system administrator.

Besides the groups listed above, customized groups may also be created on demand.



LOGGING INTO DAD AFGHANISTAN APPLICATION

The starting screen of *DAD Afghanistan* is the *Login Screen* (Figure 1). To log in, you should validate yourself with the username and password and then click the **Enter DAD** button.

Note: The password is case sensitive.

Note: If you have failed to log in several times, the system will be blocked. Contact your system administrator in order to unlock your user access. The number of unsuccessful login attempts is configured from the Administration Center (see the *DAD Afghanistan Administration Center User Manual* in [REFERENCES](#)).

ENTER AS PUBLIC USER

► [Download SBPS Afghanistan User Manual](#)

► [Download DAD Afghanistan User Manual](#)

Username

Password

► [Request a new account](#)

► [Forgot your password?](#)

Enter SBPS Enter DAD

Figure 1: DAD Afghanistan Login Screen

You may switch the login screen language of the *DAD Afghanistan* application into Dari by pressing the  (Dari) button in the upper right corner of the screen.

A successful login directs you to the *My Portfolio* module.

Note: If you have forgotten your password, you can retrieve it by clicking the **Forgot your password?** link in the *Login Screen* and confirming your identity. After submitting your identity information, you will receive a password to the e-mail address associated with your user account.



Registering a New User

If you are new to the system and you need a personal account, sign up for a username and password to start using the system.

In order to register in the system, follow the steps below:

1. Click the **Request a new account** link on the *Login Screen*. A *User Registration Form* will appear (Figure 2).
2. Fill in the information requested.
3. Click the **Submit** button to submit the inserted information.

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Contact us: support.mis@budget.mof.gov.af
Tel: +93(0)700 161 205

User Registration Form * - Required Field

Username : a.watson

First Name : Adam

Last Name : Watson

Title : Mr

Organisation : World Wide Communications, Inc

Position : Information Security Officer

Postal Address :

Phone : +1 703 225 1919

E-mail : a.watson@wwc.org

Comment :

Security Image : Please type the content of the security image in the textbox below.
You may click on the security image to have it re-generated, in case the characters are not clear.
EJ48A

Note: You should provide a valid E-mail address. It will be used for future correspondence.

Submit Cancel

Figure 2: User Registration Form

Once you submit the registration form, the *DAD Afghanistan* administrator will receive a notification. The administrator will review the information submitted and either approve the application or reject it. In case the application is approved, you will receive an e-mail message to the e-mail address provided during registration. The e-mail will contain your login information details (username and automatically generated password) and the link to the *DAD Afghanistan* login page.



Once logged in with the received username/password, you can manage your details, i.e. change personal data and the password. To edit personal details, log into the application, go to the *My Profile* section (Figure 3) and make the appropriate changes.

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AFGHANISTAN

Contact us: support.mis@budgetmof.gov.af
Tel: +93(0)700 181 205

My Profile

* - Required Field

Note: You should provide a valid E-mail address. It will be used for future correspondence.

First Name : *	Adam
Last Name : *	Watson
E-mail : *	a.watson@wwc.org
Organisation : *	World Wide Communication, Inc
Title :	Mr
Department :	
Position :	Information Security Officer
Postal Address :	
Phone :	+ 1 703 122 1919

If you would like to change your password, please type the current and the new passwords in the fields below.

Old Password :	*****
New Password :	*****
Confirm Password :	*****

[Save and Close](#) [Cancel](#)

Figure 3: My Profile Section

Accessing DAD without Registration

To ensure more flexibility and to provide access to a wider range of users, the system is designed in such a way that it allows public users to enter it without registration.

Public users wishing to view data should click the **ENTER AS PUBLIC USER** button in the *Login Screen* (Figure 1). They will be directed to the *List* module of the application.



DAD AFGHANISTAN ANALYTICAL INTERFACE STRUCTURE

DAD Afghanistan consists of the following main sections:

- [MY PORTFOLIO MODULE](#) – is used for quick access to the datasets registered in the *DAD Afghanistan* system by the user's group.
- [LIST MODULE](#) – is used to create and execute ad-hoc queries on the data and to acquire results in the form of a list.
- [CHART MODULE](#) – is used to filter and display the data in a chart form.
- [MAP MODULE](#) - is used to filter and display the data in a map form.
- [REPORT MODULE](#) – generates complex reports over one or more criteria and presents the output in the printable and user-friendly format.

The *DAD Afghanistan* main window has a complex preview as it is shown in Figure 4.

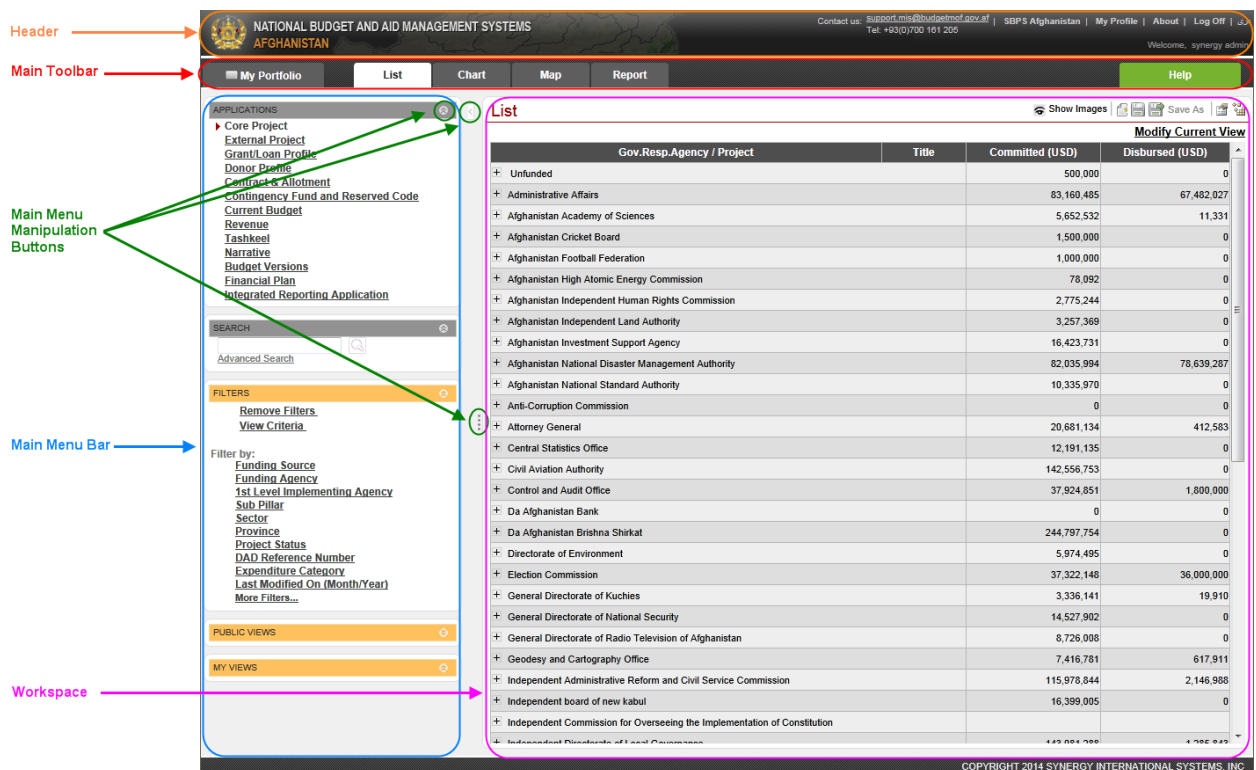


Figure 4: DAD Afghanistan Analytical Interface Structure

It contains the following components:



Component Name	Description
Header	This is the application header that contains the application name and the <i>DAD Afghanistan</i> logo. On the right side, the following functions are available: • Contact Us – presents the contact details (e-mail address and phone number) of the <i>DAD Afghanistan</i> System Administrator. • My Profile – opens your personal settings and details. For details, see Registering a New User. • SBPS Afghanistan – opens the <i>SBPS Afghanistan</i> application. • About – opens the <i>DAD Afghanistan</i> information window. • Log Off – this button is used to log off the application. • دری - this button is used to switch the language of the application to Dari.
Main Toolbar	This is the main toolbar of the <i>DAD Afghanistan</i> application. The following tabs are available here: • My Portfolio – opens the MY PORTFOLIO MODULE to manage user specific projects. • List – opens the LIST MODULE. • Chart – opens the CHART MODULE. • Map – opens the MAP MODULE. • Report - opens the REPORT MODULE. • Help – opens the <i>DAD Afghanistan</i> application help.
Main Menu Manipulation Buttons	• Left/Right arrows (⬅➡) – used to hide/open the Main Menu bar. • Up/Down arrows (⬇⬆) – used to collapse/expand a section in the Main Menu bar. • Frame Divider – used to adjust the width of the Main Menu bar.
Main Menu Bar	This menu contains sections with main functions of the <i>DAD Afghanistan</i> application: • Applications – allows choosing the application to work with. • Search – contains a common and advanced search functions among the selected application list. For details, see SEARCH. • Filters – contains filtering options. For details, see FILTERING.



	• Public Views/Charts/Maps/Reports – memorized views / charts / maps / reports (depending on the opened module) available to all users of the application. • My Views/Charts/Maps/Reports – memorized views / charts / maps / reports (depending on the opened module) created by and available to the current user only.
Workspace	In this frame, all applications and modules are managed. Here are the filtering and search results displayed.



MY PORTFOLIO MODULE

The *My Portfolio* section (Figure 5) of the *DAD Afghanistan* application provides quick access to the datasets (e.g. projects, project proposals, allotments, etc.) added by the corresponding user or other users from the same user group. It also provides information about the operational and development budget fund transfer and allotment requests created by the user or members of the same group.

In order to access the *My Portfolio* module, click the **My Portfolio** tab in the *Main Menu* of the *DAD Afghanistan* application. Editing permissions of records in the *My Portfolio* can be based on the user (whether the user has created the record) or user's group (whether someone from the group user belongs to has created the record). All these permissions are granted and managed from the Administration Center (see the *DAD Afghanistan Administration Center User Manual* in [REFERENCES](#)).

The *My Portfolio* module contains the following sections:

- **External Projects** – the external projects that have been created and managed by you and members of your group are displayed here. For details, see [External Projects in My Portfolio Module](#).
- **Core Projects** – the draft and submitted core project requests as well as approved core projects are displayed here. For details, see [Core Projects in My Portfolio Module](#).
- **Allotments** – all the operational and development allotments that have been created in the application are displayed here. The contracts associated with the allotments are created in this section. For details, see [Allotments in My Portfolio Module](#).
- **Transfers** – the submitted transfer requests for both operational and development budgets are displayed here. For details, see [Transfers in My Portfolio Module](#).
- **Operational Projects** – the operational projects are displayed here. For details, see [Operational Projects in My Portfolio Module](#).
- **Narrative/Tashkeel** – the planning year narratives and tashkeels of the ministry programs are displayed here. For details, see [Narrative/Tashkeel in My Portfolio Module](#).

External Projects in My Portfolio Module

The *External Projects* section of the *My Portfolio* module is intended for managing and storing the projects that are financed from external sources.



The *External Projects* section divided into two groups: **My Draft Projects** and **My Projects**. These lists display the incomplete and submitted external project requests that either you or any other member of the group you belong to have created and can manage (Figure 5).

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External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Funding Agency: -- Select one --

Sector: -- Select one --

Status: -- Select one --

Keyword:

Search In: ☐ Project Code ☐ Title ☐ Description

Project Created: from [] to []

Project Updated: from [] to []

Create New Project

My Draft Projects (4)

Project Code	Project Name	Updated By	Updated On
DAD/000050	Water Supply, Environmental Sanitation and Hygiene Education in Afghanistan	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:55
DAD/005244	D-000013 AFGHANISTAN FIELD SUPPORT SERVICES.	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:56
DAD/000579	Afghan Films	synergy admin (Synergy Int. Systems)	26-Mar-2015 10:53
DAD/001578	Investment in TDCA	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:02

My Projects (6370)

Project Code	Project Name	Updated By	Updated On
DAD/000001	Start-up assistance to justice sector	Saleem Khan (MoF)	10-Apr-2013 12:24
DAD/000002	Support to the Ministry of Women's Affairs: Gender Training	Habib Mayar (UNDP/Mof)	15-Jul-2009 11:48
DAD/000003	Integrated Community Based Primary Health Care Programme	Ali Abdullah (MBAW/UNDP)	22-Dec-2009 15:41
DAD/000004	Integration and rehabilitation of mine victims and other Disabled and Marginalized People	Local Administrator (undp)	20-May-2009 11:41
DAD/000005	Medical Assistance and Training Programme for Afghans.	Farzam Alifi (European Commission)	10-Jun-2009 06:02
DAD/000006	Coordination of International Committee Relief Efforts	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:27
DAD/000007	Animal disease investigation and control with emphasis on local capacity for diagnosis and response to Transboundary animal disease and for re-establishing food hygiene inspection (meat and milk)	Local Administrator (undp)	20-May-2009 11:41
DAD/000008	Emergency Assistance and Reconstruction in Afghanistan	Hamid Jalil (UNDP/Mof)	24-Aug-2009 12:19
DAD/000009	Development of a Comprehensive Seed Programme for Food Security	Mustafa Safi (UNDP/Mof)	02-Mar-2010 09:14
DAD/000010	Procurement and Distribution of 5,000 MT Seeds of Drought Resistance Improved Crop Varieties along with DAP and Urea Fertilizers.	Local Administrator (undp)	20-May-2009 11:41
DAD/000011	Procurement of 12 Rubb Halls (Prefabricated Warehouses) as replacement of the lost Rubb Halls looted in various regions of Afghanistan during the ongoing fighting against terrorism.	Local Administrator (undp)	20-May-2009 11:41
DAD/000012	SCA Education Program	Mustafa Safi (UNDP/Mof)	24-Apr-2010 14:42
DAD/000013	SCA Health Programme 2002	Mustafa Safi (UNDP/Mof)	25-Apr-2010 09:08
DAD/000014	Establishment of Refugee Camp, Provision of Protection, Humanitarian Assistance and None Food Items to Afghan Refugees in South West Asia Region	Local Administrator (undp)	20-May-2009 11:41
DAD/000015	Monitoring of Opium Production in Afghanistan 2002/2003.	Local Administrator (undp)	20-May-2009 11:41
DAD/000016	Assistance for Reintegration of Returnees	Local Administrator (undp)	20-May-2009 11:41
DAD/000017	Emergency and Recovery Efforts in Afghanistan in the Areas of: Health and Nutrition, Water and Sanitation and Emergency Education	Julian Egan (Australia)	08-Dec-2009 11:17
DAD/000018	Promotion of Safe Motherhood in Afghanistan	Local Administrator (undp)	20-May-2009 11:41
DAD/000019	Contribution to UNICEF Australian's Afghanistan Appeal	Local Administrator (undp)	20-May-2009 11:41

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Figure 5: External Projects Section in My Portfolio Module

The information displayed in the *External Projects* section of the *My Portfolio* module for each project includes the following:

- **Project Code** – the project reference number,
- **Project Name** – the title of the project,
- **Updated By** – the author of the latest modifications,
- **Updated On** – the date of the latest modifications.

In the *External Projects* section, an external project may be created; details of existing projects can be viewed, edited, and deleted. Moreover, it is possible to search for an external project; browse projects; and, sort the projects in ascending or descending order according to definite criteria.



Creating an External Project

To add a new external project from the *External Projects* section in the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.

The screenshot shows the 'My Portfolio' module interface. The top navigation bar includes 'My Portfolio', 'List', 'Chart', 'Map', 'Report', and 'Help'. The 'Create New Project' button is highlighted in the top navigation bar. The main content area displays a list of draft projects and a list of existing projects.

Project Code	Project Name	Updated By	Updated On
DAD/000050	Water Supply, Environmental Sanitation and Hygiene Education in Afghanistan	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:55
DAD/005244	D-000013 AFGHANISTAN FIELD SUPPORT SERVICES.	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:56
DAD/000579	Afghan Films	synergy admin (Synergy Int. Systems)	26-Mar-2015 10:53
DAD/001578	Investment in TDCa	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:02

Project Code	Project Name	Updated By	Updated On
DAD/000001	Start-up assistance to justice sector	Saleem Khan (MoF)	10-Apr-2013 12:24
DAD/000002	Support to the Ministry of Women's Affairs: Gender Training	Habib Mayar (UNDP/MoF)	15-Jul-2009 11:48
DAD/000003	Integrated Community Based Primary Health Care Programme	Ali Abdullah (MBAW/UNDP)	22-Dec-2009 15:41
DAD/000004	Integration and rehabilitation of mine victims and other Disabled and Marginalized People	Local Administrator (undp)	20-May-2009 11:41
DAD/000005	Medical Assistance and Training Programme for Afghans.	Farzam Alifi (European Commission)	10-Jun-2009 06:02
DAD/000006	Coordination of International Committee Relief Efforts	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:27
DAD/000007	Animal disease investigation and control with emphasis on local capacity for diagnosis and response to Transboundary animal disease and for re-establishing food hygiene inspection (meat and milk)	Local Administrator (undp)	20-May-2009 11:41
DAD/000008	Emergency Assistance and Reconstruction in Afghanistan	Hamid Jalili (UNDP/MoF)	24-Aug-2009 12:19
DAD/000009	Development of a Comprehensive Seed Programme for Food Security	Mustafa Safi (UNDP/MoF)	02-Mar-2010 09:14
DAD/000010	Procurement and Distribution of 5,000 MT Seeds of Drought Resistance Improved Crop Varieties along with DAP and Urea Fertilizers.	Local Administrator (undp)	20-May-2009 11:41
DAD/000011	Procurement of 12 Rubb Halls (Prefabricated Warehouses) as replacement of the lost Rubb Halls looted in various regions of Afghanistan during the ongoing fighting against terrorism.	Local Administrator (undp)	20-May-2009 11:41
DAD/000012	SCA Education Program	Mustafa Safi (UNDP/MoF)	24-Apr-2010 14:42
DAD/000013	SCA Health Programme 2002	Mustafa Safi (UNDP/MoF)	25-Apr-2010 09:08
DAD/000014	Establishment of Refugee Camp, Provision of Protection, Humanitarian Assistance and None Food Items to Afghan Refugees in South West Asia Region	Local Administrator (undp)	20-May-2009 11:41
DAD/000015	Monitoring of Opium Production in Afghanistan 2002/2003.	Local Administrator (undp)	20-May-2009 11:41
DAD/000016	Assistance for Reintegration of Returnees	Local Administrator (undp)	20-May-2009 11:41
DAD/000017	Emergency and Recovery Efforts in Afghanistan in the Areas of: Health and Nutrition, Water and Sanitation and Emergency Education	Julian Egan (Australia)	08-Dec-2009 11:17
DAD/000018	Promotion of Safe Motherhood in Afghanistan	Local Administrator (undp)	20-May-2009 11:41
DAD/000019	Contribution to UNICEF Australian's Afghanistan Appeal	Local Administrator (undp)	20-May-2009 11:41

Figure 6: Creating an External Project from My Portfolio Module

2. Navigate to the **External Projects** tab.
3. Click the **Create New Project** button (Figure 6). This will open an *External Project* form which is described in the *DAD Afghanistan External Project Application User Manual* in [REFERENCES](#).

Viewing External Project Details

Depending on your permissions, you may view external projects added by you or other users.

To view the details of external projects in the *External Projects* section of the *My Portfolio* module, follow the steps below:



1. Go to the **My Portfolio** module.
2. Navigate to the **External Projects** tab.
3. Click the project that you want to see the details for. Alternatively, you can click the  (**View**) icon to the left of the project record that you want to view. You will be directed to the *Details* section where the project data will be displayed. For more information, see [DETAILS SECTION](#).

Editing External Projects

Depending on your permissions, you may edit external projects added by you or other users.

To edit external projects in the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **External Projects** tab.
3. Click the  (**Edit**) icon to the left of the project record that you want to update. This will open the *External Project* form which is described in the *DAD Afghanistan External Project Application User Manual* in [REFERENCES](#).
4. Make the appropriate changes in the data displayed.

Deleting External Projects

Depending on your permissions, you may delete external projects added by you or other users.

To delete an external project in the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **External Projects** tab.
3. Click the  (**Delete**) icon to the left of the project record that you want to delete. The selected external project will be removed from the list.

Sorting External Projects

The external projects displayed in the *External Projects* section of the *My Portfolio* module can be sorted in ascending or descending order according to one of the following criteria:

- **Project Code** – the external projects will be sorted in numerical order according to the code that they have been assigned.
- **Project Name** – the external projects will be sorted in alphabetical order according to the project name.



- **Updated By** – the external projects will be sorted in alphabetical order according to the user who last updated the project.
- **Updated On** – the external projects will be sorted in chronological order according to the date when they were last updated.

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External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Funding Agency: -- Select one --
Sector: -- Select one --
Status: -- Select one --
Keyword:

Search In: ☐ Project Code ☐ Title ☐ Description

Project Created: from to
Project Updated: from to

Create New Project

My Draft Projects (4)

Project Code	Project Name	Updated By	Updated On
DAD/000050	Water Supply, Environmental Sanitation and Hygiene Education in Afghanistan	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:55
DAD/005244	D-000013 AFGHANISTAN FIELD SUPPORT SERVICES.	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:56
DAD/000579	Afghan Films	synergy admin (Synergy Int. Systems)	26-Mar-2015 10:53
DAD/001578	Investment in TDCA	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:02

My Projects (6370)

Project Code	Project Name	Updated By	Updated On
DAD/000001	Start-up assistance to justice sector	Saleem Khan (MoF)	10-Apr-2013 12:24
DAD/000002	Support to the Ministry of Women's Affairs: Gender Training	Habib Mayar (UNDP/Mof)	15-Jul-2009 11:48
DAD/000003	Integrated Community Based Primary Health Care Programme	Ali Abdullah (MBAW/UNDP)	22-Dec-2009 15:41
DAD/000004	Integration and rehabilitation of mine victims and other Disabled and Marginalized People	Local Administrator (undp)	20-May-2009 11:41
DAD/000005	Medical Assistance and Training Programme for Afghans.	Farzam Alifi (European Commission)	10-Jun-2009 06:02
DAD/000006	Coordination of International Committee Relief Efforts	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:27
DAD/000007	Animal disease investigation and control with emphasis on local capacity for diagnosis and response to Transboundary animal disease and for re-establishing food hygiene inspection (meat and milk)	Local Administrator (undp)	20-May-2009 11:41
DAD/000008	Emergency Assistance and Reconstruction in Afghanistan	Hamid Jalil (UNDP/Mof)	24-Aug-2009 12:19
DAD/000009	Development of a Comprehensive Seed Programme for Food Security	Mustafa Safi (UNDP/Mof)	02-Mar-2010 09:14
DAD/000010	Procurement and Distribution of 5,000 MT Seeds of Drought Resistance Improved Crop Varieties along with DAP and Urea Fertilizers.	Local Administrator (undp)	20-May-2009 11:41
DAD/000011	Procurement of 12 Rubb Halls (Prefabricated Warehouses) as replacement of the lost Rubb Halls looted in various regions of Afghanistan during the ongoing fighting against terrorism.	Local Administrator (undp)	20-May-2009 11:41
DAD/000012	SCA Education Program	Mustafa Safi (UNDP/Mof)	24-Apr-2010 14:42
DAD/000013	SCA Health Programme 2002	Mustafa Safi (UNDP/Mof)	25-Apr-2010 09:08
DAD/000014	Establishment of Refugee Camp, Provision of Protection, Humanitarian Assistance and None Food Items to Afghan Refugees in South West Asia Region	Local Administrator (undp)	20-May-2009 11:41
DAD/000015	Monitoring of Opium Production in Afghanistan 2002/2003.	Local Administrator (undp)	20-May-2009 11:41
DAD/000016	Assistance for Reintegration of Returnees	Local Administrator (undp)	20-May-2009 11:41
DAD/000017	Emergency and Recovery Efforts in Afghanistan in the Areas of: Health and Nutrition, Water and Sanitation and Emergency Education	Julian Egan (Australia)	08-Dec-2009 11:17
DAD/000018	Promotion of Safe Motherhood in Afghanistan	Local Administrator (undp)	20-May-2009 11:41
DAD/000019	Contribution to UNICEF Australian's Afghanistan Appeal	Local Administrator (undp)	20-May-2009 11:41

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Figure 7: Sorting External Projects in My Portfolio Module

To sort the external projects according to one of the criteria described above, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **External Projects** tab.
3. Click the arrow icon in the header of the column that you want to sort the external projects by (Figure 7).
4. Click the arrow icon once again to sort the external projects in reverse order.



Searching for External Projects

Because the list of external projects displayed in the *External Projects* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of projects according to some criteria (Figure 8).

Search Criteria

Funding Agency: -- Select one --

Sector: -- Select one --

Status: -- Select one --

Keyword:

Search In: ☐ Project Code ☐ Title ☐ Description

Project Created: from: [] to: []

Project Updated: from: [] to: []

Submit **Reset**

My Draft Projects (4)

Project Code	Project Name	Updated By	Updated On
DAD/000050	Water Supply, Environmental Sanitation and Hygiene Education in Afghanistan	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:55
DAD/005244	D-000013 AFGHANISTAN FIELD SUPPORT SERVICES.	synergy admin (Synergy Int. Systems)	27-Mar-2015 16:56
DAD/000579	Afghan Films	synergy admin (Synergy Int. Systems)	26-Mar-2015 10:53
DAD/001578	Investment in TDCA	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:02

My Projects (6370)

Project Code	Project Name	Updated By	Updated On
DAD/000001	Start-up assistance to justice sector	Saleem Khan (MoF)	10-Apr-2013 12:24
DAD/000002	Support to the Ministry of Women's Affairs: Gender Training	Habib Mayar (UNDP/Mof)	15-Jul-2009 11:48
DAD/000003	Integrated Community Based Primary Health Care Programme	Ali Abdullah (MBAW/UNDP)	22-Dec-2009 15:41
DAD/000004	Integration and rehabilitation of mine victims and other Disabled and Marginalized People	Local Administrator (undp)	20-May-2009 11:41
DAD/000005	Medical Assistance and Training Programme for Afghans.	Farzam Alifi (European Commission)	10-Jun-2009 06:02
DAD/000006	Coordination of International Committee Relief Efforts	synergy admin (Synergy Int. Systems)	20-Mar-2015 15:27
DAD/000007	Animal disease investigation and control with emphasis on local capacity for diagnosis and response to Transboundary animal disease and for re-establishing food hygiene inspection (meat and milk)	Local Administrator (undp)	20-May-2009 11:41
DAD/000008	Emergency Assistance and Reconstruction in Afghanistan	Hamid Jalil (UNDP/Mof)	24-Aug-2009 12:19
DAD/000009	Development of a Comprehensive Seed Programme for Food Security	Mustafa Safi (UNDP/Mof)	02-Mar-2010 09:14
DAD/000010	Procurement and Distribution of 5,000 MT Seeds of Drought Resistance Improved Crop Varieties along with DAP and Urea Fertilizers.	Local Administrator (undp)	20-May-2009 11:41
DAD/000011	Procurement of 12 Rubb Halls (Prefabricated Warehouses) as replacement of the lost Rubb Halls looted in various regions of Afghanistan during the ongoing fighting against terrorism.	Local Administrator (undp)	20-May-2009 11:41
DAD/000012	SCA Education Program	Mustafa Safi (UNDP/Mof)	24-Apr-2010 14:42
DAD/000013	SCA Health Programme 2002	Mustafa Safi (UNDP/Mof)	25-Apr-2010 09:08
DAD/000014	Establishment of Refugee Camp, Provision of Protection, Humanitarian Assistance and None Food Items to Afghan Refugees in South West Asia Region	Local Administrator (undp)	20-May-2009 11:41
DAD/000015	Monitoring of Opium Production in Afghanistan 2002/2003.	Local Administrator (undp)	20-May-2009 11:41
DAD/000016	Assistance for Reintegration of Returnees	Local Administrator (undp)	20-May-2009 11:41
DAD/000017	Emergency and Recovery Efforts in Afghanistan in the Areas of: Health and Nutrition, Water and Sanitation and Emergency Education	Julian Egan (Australia)	08-Dec-2009 11:17
DAD/000018	Promotion of Safe Motherhood in Afghanistan	Local Administrator (undp)	20-May-2009 11:41
DAD/000019	Contribution to UNICEF Australian's Afghanistan Appeal	Local Administrator (undp)	20-May-2009 11:41

Figure 8: Searching for an External Project

The following search criteria are available:

- **Funding Agency** – filters by the funding agency that provides financial means for the project implementation.
- **Sector** - filters by the economy sector the project supports.
- **Status** –filters by the status that the project is in.
- **Keyword** –filters the projects by the keywords. You may want to search the indicated keywords in the **Project Code**, **Title**, and **Description** fields.
- **Project Created** – filters by a range of dates when the project was created. A calendar popup is available for these fields, see [Figure 9: Calendar](#).



- **Project Updated** – filters by a range of dates when the project was updated the last time. A calendar popup is available for these fields, see [Figure 9: Calendar](#).

Once one or more criteria are selected, press the **Submit** button to get the filtered list of external projects. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and then press **Submit** to get the entire list of external projects.

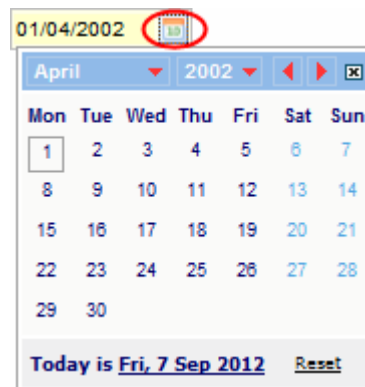


Figure 9: Calendar

Core Projects in My Portfolio Module

The *Core Projects* section of the *My Portfolio* module is intended for managing and storing the projects that are financed from the state budget.

The *Core Projects* section of the *My Portfolio* module is divided into three groups: **My Draft Projects**, **My Submitted Projects** and **My Approved Projects** (Figure 10). These lists display the draft and submitted core project requests and the approved core projects correspondingly.

The information displayed in the *Core Projects* section of the *My Portfolio* module for each core project / request includes the following:

- **Project Code** – the core project / request reference number,
- **Project Name** – the title of the core project / request,
- **Updated By** – the author of the latest modifications made to the core project / request,
- **Updated On** – the date of the latest modifications were made to the core project / request,
- **Approval Status** – the current approval status that a submitted core project request has.



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External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Government Responsible Agency
-- Select one --

Program
-- Select one --

Sector
-- Select one --

Status
-- Select one --

Keyword

Search In ☐ Project Code ☐ Title ☐ Description

Request Submitted from to

Request Approved from to

Project Updated from to

Create New Project

My Draft Projects (328)

Project Code	Project Name	Updated By	Updated On
AFG/800026	infrastructure development phase 1 , Dehanaye bange	Khalil Ghaznawi (UNDP/MoF)	22-Sep-1393 08:53
AFG/800025	Industrial Park construction Gosfand Dara	Meer Rahmani (ASI Economic)	22-Sep-1393 08:56
AFG/800024	construction of infrastructure for industrial park Nimrooz , phase 1	Meer Rahmani (ASI Economic)	22-Sep-1393 08:56
AFG/800023	construction of infrastructure for industrial park Sorkh Dara Robot, Phase 1	Meer Rahmani (ASI Economic)	22-Sep-1393 08:57
AFG/800021	construction of infrastructure for industrial park , Kotal takht	Meer Rahmani (ASI Economic)	07-Sep-1393 09:18
AFG/800020	Expansion of infrastructure for Gorimar Industrial Park	Meer Rahmani (ASI Economic)	06-Sep-1393 14:52
AFG/800016	Establishment of Industrial Park of Laghan Province 50 Hectare area	Meer Rahmani (ASI Economic)	15-Sep-1392 10:38
AFG/800015	Expansion of Gurimar Industrial Park 50 Hectare Area Mazar	Meer Rahmani (ASI Economic)	15-Sep-1392 10:38
AFG/800014	Establishment of Logar Industrial Park 100 Hectare Area	Meer Rahmani (ASI Economic)	15-Sep-1392 10:37
AFG/800013	Industrial Park Establishment of Khost province 80 Hectare Area	Meer Rahmani (ASI Economic)	15-Sep-1392 10:35

1 2 3 4 5 6 7 8 9 10 Next >>

My Submitted Projects (2)

Project Code	Project Name	Updated By	Updated On	Approval Status
AFG/830031	500 KV transmission line and Substation Construction from Dashle Alwaan to Arghandi	Saleem Khan (MoF)	27-Sep-1393 14:42	Under Sectorial Unit Verification
AFG/100107	My Test Project From DC 2	Saleem Khan (MoF)	23-Sep-1393 04:54	Under Sectorial Unit Verification

My Approved Projects (807)

Project Code	Project Name	Updated By	Updated On
AFG/870602	Settle of Kochiha in logar ,nangahar and laghman	All Mohammadi (MoF)	14-Sep-1393 09:23
AFG/870600	Capacity building of land lease authority project	Mustafa Noori (DGB)	14-Sep-1393 09:14
AFG/860001	Construction fo AIHRC Main Building	sekanter popalzai (DG Budget Department)	04-Sep-1393 10:20
AFG/850011	capacity development	Sayed Yasin Hussaini (ROL)	16-Sep-1391 19:42
AFG/850010	knowledge omnibus from constitution	Sayed Yasin Hussaini (ROL)	16-Sep-1391 19:45
AFG/850009	Inking audience of Emolument necessaryes in the constitution	Sayed Yasin Hussaini (ROL)	16-Sep-1391 08:27
AFG/850007	Capital building	Sayed Yasin Hussaini (ROL)	16-Sep-1391 19:44
AFG/850006	Foundation of constitution institute	Sayed Yasin Hussaini (ROL)	16-Sep-1391 08:25
AFG/840001	preparation of master plan ?construction of roads canalizasuon and infrastructures of new kabul city	Zaheen Mirzaad	18-Sep-1393 11:38
AFG/830032	Settlement of 500 KV Sub Station in Dashti Alwaan of Baghlan and Chawki Arghandi Kabul, Hiring of Consultant Company	Hamidullah Faizi (Infrastructure Sector)	06-Sep-1393 10:56

1 2 3 4 5 6 7 8 9 10 Next >>

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Figure 10: Core Projects Section in My Portfolio Module

In the *Core Projects* section, a core project may be created; details of the existing projects can be viewed, and edited. Moreover, it is possible to search for a core project; browse projects; and, sort the projects in ascending or descending order according to definite criteria.

Creating a Core Project

To create a core project in *DAD Afghanistan*, you should first add a project request, which should pass an approval procedure first and then become a project (see [Core Project Approval Procedure](#)). The approval of the project requests is handled by the Sectorial Unit users. Before a project request gets approved, it should be first submitted as a draft request and then pass a revision cycle. The approved request is then copied into a project entry and becomes visible in the [LIST MODULE](#). It is also available for analytics in the [CHART MODULE](#), [MAP MODULE](#) and [REPORT MODULE](#) of the *Core Project* application in *DAD Afghanistan*.

To add a new core project from the *Core Projects* section in the *My Portfolio* module, follow the instructions below:



1. Go to the **My Portfolio** module.
2. Navigate to the **Core Projects** tab.
3. Click the **Create New Project** button (Figure 11). This will open a *Core Project* form which is described in the *DAD Afghanistan Core Project Application User Manual* in [REFERENCES](#).

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External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Government Responsible Agency
-- Select one --
Program
-- Select one --
Sector
-- Select one --
Status
-- Select one --
Keyword

Search In
☐ Project Code
☐ Title
☐ Description

Request Submitted from to
Request Approved from to
Project Updated from to

Create New Project

My Draft Projects (328)

Project Code	Project Name	Updated By	Updated On
AFG/800026	infrastructure development phase 1, Dahanaye bange	Khalil Ghaznawi (UNDP/MOF)	22-Saw-1393 08:53
AFG/800025	Industrial Park construction Gosfand Dara	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800024	construction of infrastructure for industrial park Nimrooz, phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800023	construction of infrastructure for industrial park Sorkh Dara Robot, Phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:57
AFG/800021	construction of infrastructure for industrial park, Kotal takht	Meer Rahmani (ASI Economic)	07-Saw-1393 09:18
AFG/800020	Expansion of infrastructure for Gorimar Industrial Park	Meer Rahmani (ASI Economic)	06-Saw-1393 14:52
AFG/800016	Establishment of Industrial Park of Laghan Province 50 Hectare area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800015	Expansion of Gurimar Industrial Park 50 Hectare Area Mazar	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800014	Establishment of Logar Industrial Park 100 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:37
AFG/800013	Industrial Park Establishment of Khost province 80 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:35

1 2 3 4 5 6 7 8 9 10 Next >>

My Submitted Projects (2)

Project Code	Project Name	Updated By	Updated On	Approval Status
AFG/830031	500 KV transmission line and Substation Construction from Dashle Alwaan to Arghandi kabul and Consultancy Services	Saleem Khan (MoF)	27-Dal-1393 14:42	Under Sectorial Unit Verification
AFG/100107	My Test Project From DC 2	Saleem Khan (MoF)	23-Hoo-1393 04:54	Under Sectorial Unit Verification

My Approved Projects (807)

Project Code	Project Name	Updated By	Updated On
AFG/870602	Settle of Kochiha in logar ,nangahar and laghman	Ali Mohammadi (MoF)	14-Dal-1393 09:23
AFG/870600	Capacity building of land lease authority project	Mustafa Noori (DGB)	14-Dal-1393 09:14
AFG/860001	Construction fo AIHRC Main Building	sekander popalzai (DG Budget Department)	04-Jad-1393 10:20
AFG/850011	capacity development	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:42
AFG/850010	knowledge omnibus from constitution	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:45
AFG/850009	Inking audience of Emolument necessities in the constitution	Sayed Yasin Hussaini (ROL)	16-Mee-1391 08:27
AFG/850007	Capital building	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:44
AFG/850006	Foundation of constitution institute	Sayed Yasin Hussaini (ROL)	16-Mee-1391 08:25
AFG/840001	preparation of master plan ?construction of roads canalzasuon and infrastructures of new kabul city	Zaheen Mirzaad	18-Dal-1393 11:38
AFG/830032	Settlement of 500 KV Sub Station in Dashti Alwan of Baghlan and Chawki Arghandi Kabul, Hiring of Consultant Company	Hamidullah Faizi (Infrastructure Sector)	06-Dal-1393 10:56

1 2 3 4 5 6 7 8 9 10 Next >>

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Figure 11: Creating a Core Project from My Portfolio Module

Viewing Core Project Details

Depending on your permissions, you may view core projects added by you or other users.

To view the details of core projects in the *Core Projects* section of the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Core Projects** tab.
3. Expand the corresponding **My Draft Projects**, **My Submitted Projects**, or **My Approved Projects** groups to view the list of core projects displayed in each group.



4. Click the core project that you want to see the details for. Alternatively, you can click the  **(View)** icon to the left of the project record that you want to view. You will be directed to the *Details* section where the project data will be displayed. For more details, see [DETAILS SECTION](#).

Editing Core Projects

Depending on your permissions and the stage the core project is in, you may edit core projects added by you or other users.

Note: The Line Ministry or Sectorial Unit users that have created the core project request (or members of the same group) can edit the information provided in it only in the initial stage (i.e. when the core project request is draft). In all other stages, the core project request can only be edited by Sectorial Unit users. However, the administrators or users with administrative rights can edit requests in all stages and perform all actions that comprise the core project request submission workflow (see [Core Project Approval Procedure](#)).

To edit core projects in the *Core Projects* section of the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Core Projects** tab.
3. Expand the corresponding **My Draft Projects**, **My Submitted Projects**, or **My Approved Projects** groups to view the list of core projects displayed in each group.
4. Click the  **(Edit)** icon to the left of the project record that you want to update. This will open a *Core Project* form which is described in the *DAD Afghanistan Core Project Application User Manual* in [REFERENCES](#).

Sorting Core Projects

The core projects displayed in the *Core Projects* section of the *My Portfolio* module can be sorted in ascending or descending order according to one of the following criteria:

- **Project Code** – the core projects will be sorted in numerical order according to the code that they have been assigned.
- **Project Name** – the core projects will be sorted in alphabetical order according to the project name.
- **Updated By** – the core projects will be sorted in alphabetical order according to the user who last updated the project.



- **Updated On** – the core projects will be sorted in chronological order according to the date when they were last updated.
- **Approval Status** – the submitted core projects will be sorted in alphabetical order according to the approval status they are currently in. This option is available for the core projects listed in the *My Submitted Projects* group.

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Welcome, synergy admin

My Portfolio | List | Chart | Map | Report | Help

External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Taskheet

Search Criteria

Government Responsible Agency
-- Select one --

Program
-- Select one --

Sector
-- Select one --

Status
-- Select one --

Keyword

Search In
☐ Project Code
☐ Title
☐ Description

Request Submitted
from to

Request Approved
from to

Project Updated
from to

Create New Project

My Draft Projects (128)

Project Code	Project Name	Updated By	Updated On
AFG/800026	infrastructure development phase 1 , Dahanaye bange	Khalil Ghaznawi (UNDP/MoF)	22-Saw-1393 08:53
AFG/800025	Industrial Park construction Gosfand Dara	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800024	construction of infrastructure for industrial park Nimrooz , phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800023	construction of infrastructure for industrial park Sorkh Dara Robot, Phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:57
AFG/800021	construction of infrastructure for industrial park , Kotak takht	Meer Rahmani (ASI Economic)	07-Saw-1393 09:18
AFG/800020	Expansion of infrastructure for Gorimar Industrial Park	Meer Rahmani (ASI Economic)	06-Saw-1393 14:52
AFG/800016	Establishment of Industrial Park of Laghan Province 50 Hectare area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800015	Expansion of Gurimar Industrial Park 50 Hectare Area Mazar	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800014	Establishment of Logar Industrial Park 100 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:37
AFG/800013	Industrial Park Establishment of Khost province 80 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:35

1 2 3 4 5 6 7 8 9 10 Next >>

My Submitted Projects (2)

Project Code	Project Name	Updated By	Updated On	Approval Status
AFG/830031	500 KV transmission line and Substation Construction from Dashle Alwaan to Arghandi kabul and Consultancy Services	Saleem Khan (MoF)	27-Dal-1393 14:42	Under Sectorial Unit Verification
AFG/100107	My Test Project From DC 2	Saleem Khan (MoF)	23-Hoo-1393 04:54	Under Sectorial Unit Verification

My Approved Projects (807)

Project Code	Project Name	Updated By	Updated On
AFG/870602	Settle of Kochiha in logar ,nangahar and laghman	All Mohammadi (MoF)	14-Dal-1393 09:23
AFG/870600	Capacity building of land lease authority project	Mustafa Noori (DGB)	14-Dal-1393 09:14
AFG/860001	Construction to AIHRC Main Building	sekander popalzai (DG Budget Department)	04-Jad-1393 10:20
AFG/850011	capacity development	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:42
AFG/850010	knowledge omnibus from constitution	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:45
AFG/850009	Inking audience of Emolument necessaryes in the constitution	Sayed Yasin Hussaini (ROL)	16-Mee-1391 08:27
AFG/850007	Capital building	Sayed Yasin Hussaini (ROL)	16-Mee-1391 19:44
AFG/850006	Foundation of constitution institute	Sayed Yasin Hussaini (ROL)	16-Mee-1391 08:25
AFG/840001	preparation of master plan ?construction of roads canalizsuon and infrastructures of new kabul city	Zaheen Mirzaad	18-Dal-1393 11:38
AFG/830032	Setelment of 500 KV Sub Station in Dashti Alwan of Baghlan and Chawki Arghandi Kabul, Hiring of Consultant Company	Hamidullah Faizi (Infrastructure Sector)	06-Dal-1393 10:56

1 2 3 4 5 6 7 8 9 10 Next >>

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Figure 12: Sorting Core Projects in My Portfolio Module

To sort the core projects according to one of the criteria described above, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Core Projects** tab.
3. Expand the corresponding **My Draft Projects**, **My Submitted Projects**, or **My Approved Projects** groups to view the list of core projects displayed in each group.
4. Click the arrow icon in the header of the column that you want to sort the core projects by (Figure 12).
5. Click the arrow icon once again to sort the core projects in reverse order.



Searching for Core Projects

Because the list of core projects displayed in the *Core Projects* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of projects according to some criteria (Figure 13).

Search Criteria

Government Responsible Agency: -- Select one --

Program: -- Select one --

Sector: -- Select one --

Status: -- Select one --

Keyword:

Search In: ☐ Project Code ☐ Title ☐ Description

Request Submitted: from to

Request Approved: from to

Project Updated: from to

My Draft Projects (328)

Project Code	Project Name	Updated By	Updated On
AFG/800026	infrastructure development phase 1, Dahaneye bange	Khali Ghaznawi (UNDP/MOF)	22-Saw-1393 08:53
AFG/800025	industrial Park construction Gosfand Dara	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800024	construction of infrastructure for industrial park Nimroz , phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:56
AFG/800023	construction of infrastructure for industrial park Sorkh Dara Robat, Phase 1	Meer Rahmani (ASI Economic)	22-Saw-1393 08:57
AFG/800021	construction of infrastructure for industrial park , Kotal takht	Meer Rahmani (ASI Economic)	07-Saw-1393 09:18
AFG/800020	Expansion of infrastructure for Gorimar Industrial Park	Meer Rahmani (ASI Economic)	06-Saw-1393 14:52
AFG/800016	Establishment of Industrial Park of Laghan Province 50 Hectare area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800015	Expention of Gurimar Industrial Park 50 Hectare Area Mazar	Meer Rahmani (ASI Economic)	15-Dal-1392 10:38
AFG/800014	Establishment of Logar Industrial Park 100 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:37
AFG/800013	Industrial Park Establishment of Khost province 80 Hectare Area	Meer Rahmani (ASI Economic)	15-Dal-1392 10:35

My Submitted Projects (2)

Project Code	Project Name	Updated By	Updated On	Approval Status
AFG/830031	500 KV transmission line and Substation Construction from Dashte Alwaan to Arghandi kabul and Consultancy Services	Saleem Khan (MoF)	27-Dal-1393 14:42	Under Sectorial Unit Verification
AFG/100107	My Test Project From DC 2	Saleem Khan (MoF)	23-Hoo-1393 04:54	Under Sectorial Unit Verification

My Approved Projects (807)

Project Code	Project Name	Updated By	Updated On
AFG/870602	Settle of Kocilha in logar ,nangahar and laghman	Ali Mohammadi (MoF)	14-Dal-1393 08:23
AFG/870600	Capacity building of land lease authority project	Mustafa Noori (DGB)	14-Dal-1393 09:14
AFG/860001	Construction to AIHRC Main Building	sekander popalzai (DG Budget Department)	04-Jad-1393 10:20
AFG/850011	capacity development	Sayeed Yasin Hussaini (ROL)	16-Mee-1391 19:42
AFG/850010	knowledge omnibus from constitution	Sayeed Yasin Hussaini (ROL)	16-Mee-1391 19:45
AFG/850009	Inking audience of Emolument necessaries in the constitution	Sayeed Yasin Hussaini (ROL)	16-Mee-1391 08:27
AFG/850007	Capital building	Sayeed Yasin Hussaini (ROL)	16-Mee-1391 19:44
AFG/850006	Foundation of constitution institute	Sayeed Yasin Hussaini (ROL)	16-Mee-1391 08:25
AFG/840001	preparation of master plan ?construction of roads canalizasuo and infrastructures of new kabul city	Zaheen Mirzaad	18-Dal-1393 11:38
AFG/830032	Setelment of 500 KV Sub Station in Dashti Alwan of Baghlan and Chawki Arghandi Kabul, Hiring of Consultant Company	Hamidullah Faizi (Infrastructure Sector)	06-Dal-1393 10:56

Figure 13: Searching for a Core Project

The following search criteria are available:

- **Government Responsible Agency** – filters by the government agency that is in charge of the core project.
- **Program** – filters by the umbrella program that the project is part of.
- **Sector** - filters by the economy sector that the project supports.
- **Status** – filters by the status that the project is in.
- **Keyword** – filters the projects by the keywords. You may want to search the indicated keywords in the **Project Code**, **Title**, and **Description** fields.
- **Request Submitted** – filters by a range of dates when the core project request was submitted. A calendar popup is available for these fields, see [Figure 9: Calendar](#).



- **Request Approved** – filters by a range of dates when the core project request was approved. A calendar popup is available for these fields, see [Figure 9: Calendar](#).
- **Project Updated** – filters by a range of dates when the project was updated the last time. A calendar popup is available for these fields, see [Figure 9: Calendar](#).

Once one or more criteria are selected, press the **Submit** button to get the filtered list of core projects. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and then press **Submit** to get the entire list of core projects.

Core Project Approval Procedure

A regular core project request approval diagram is presented in Figure 14.

1. A Line Ministry / Sectorial Unit user creates a core project request by providing basic information about it and submits it (for more details on how to create core project requests, refer to the *DAD Afghanistan Core Project Application User Manual* in [REFERENCES](#)). The core project data is saved in a table in the *My Draft Projects* group of the *Core Projects* section in the *My Portfolio* module (see [Core Projects in My Portfolio Module](#)). At this stage, the core project request is not available for reporting and is visible to and can be edited by the user who submitted it or members of the same user group. The following action may be taken over the draft core project request:
 - **Submit for Verification to Sectorial Unit** – this action is used when the user who created the core project request or members of the same user group have finished providing information about the core project and want to pass it on to the Sectorial Unit for verification and approval. At this stage, the core project request will be moved from the *My Draft Projects* group into the *My Submitted Projects* group (see [Core Projects in My Portfolio Module](#)) and become available for reporting. It will receive the **Under Sectorial Unit Verification** status.
2. Next, the submitted core project request passes through a review cycle managed by a Sectorial Unit user or Administrator. During the revision process, the following actions may be taken over the core project request in the **Under Sectorial Unit Verification** status:
 - **Submit for Budget Hearing** – this action is used when the core project request meets the requirements and is approved by the Sectorial Unit user or Administrator and it is now ready to be submitted for budget hearing. It will receive the **Under Budget Hearing** status.
 - **Reject; Move back to Drafts** – this action is used when the core project request does not meet the requirements and is rejected by the Sectorial Unit user or Administrator during Sectorial Unit verification. At this stage, the rejection comment should be provided (see



- [Providing Revision Comments](#)). Once the action is performed, the rejected project request will be sent back to the entity that have submitted it. The request will receive the **Draft** status.
3. The following actions can be taken over the core project request in the **Under Budget Hearing** status:
- **Submit for Verification by Budget Committee** – this action is used when the core project request meets the requirements and is approved by the Sectorial Unit user or Administrator and it is now ready to be submitted for verification by budget committee. It will receive the **Under Budget Committee Verification** status.
 - **Reject; Move back to Sectorial Unit** - this action is used when the core project request does not meet the requirements and is rejected by the Sectorial Unit user or Administrator during budget hearing. At this stage, the rejection comment should be provided (see [Providing Revision Comments](#)). Once the action is performed, the rejected project request will be sent back to the respective Sectorial Unit. The request will receive the **Under Sectorial Unit Verification** status and the revision cycle will reiterate.
4. The following actions can be taken over the core project request in the **Under Budget Committee Verification** status:
- **Submit to Cabinet** - this action is used when the core project request meets the requirements and is approved by the Sectorial Unit user or Administrator and it is now ready to be submitted for verification by cabinet. It will receive the **Under Cabinet Review** status.
 - **Reject; Move back to Sectorial Unit** - this action is used when the core project request does not meet the requirements and is rejected by the Sectorial Unit user or Administrator during budget committee verification. At this stage, the rejection comment should be provided (see [Providing Revision Comments](#)). Once the action is performed, the rejected project request will be sent back to the respective Sectorial Unit. The request will receive the **Under Sectorial Unit Verification** status and the revision cycle will reiterate.

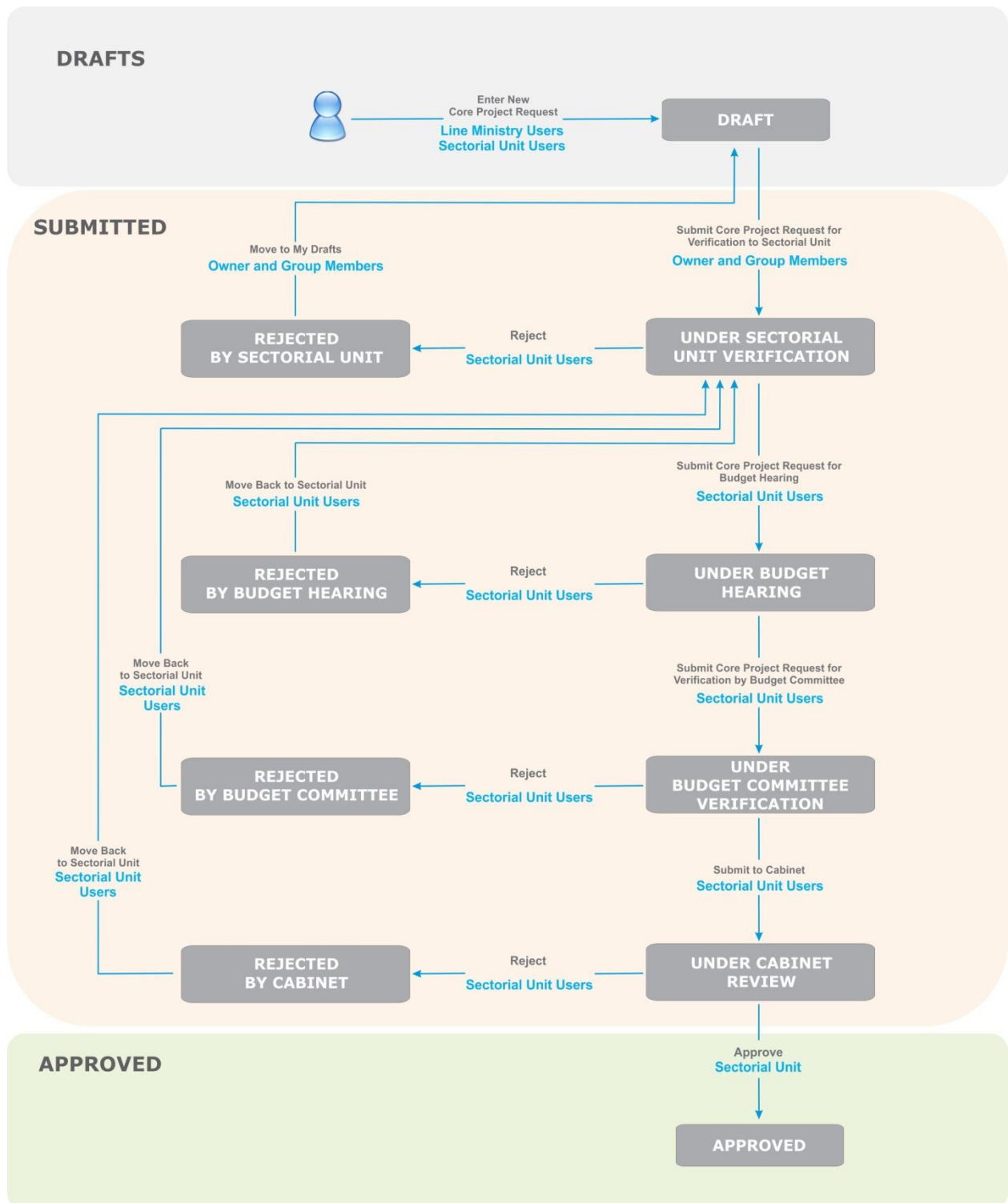


Figure 14: Core Project Approval Procedure Diagram

- The following actions can be taken over the core project request in the **Under Cabinet Review** status:
 - Approve** - this action is used when the core project request meets the requirements and is approved by the Sectorial Unit user or Administrator during cabinet review. At this stage,



the core project request will be moved from the *My Submitted Projects* group into the *My Approved Projects* group (see [Core Projects in My Portfolio Module](#)) and copies into a project entry.

- **Reject; Move back to Sectorial Unit** - this action is used when the core project request does not meet the requirements and is rejected by the Sectorial Unit user or Administrator during cabinet review. At this stage, the rejection comment should be provided (see [Providing Revision Comments](#)). Once the action is performed, the rejected project request will be sent back to the respective Sectorial Unit. The request will receive the **Under Sectorial Unit Verification** status and the revision cycle will reiterate.

For details on each of these actions, see the *DAD Afghanistan Core Project Application User Manual* in [REFERENCES](#).

Allotments in My Portfolio Module

The *Allotments* section of the *My Portfolio* module is intended for managing and storing the operational and development allotment requests.

The *Allotments* section in the *My Portfolio* module is divided into two groups: **Development Allotments** and **Operational Allotments** (Figure 15). These groups display the operational and development allotment requests correspondingly.

Development Allotments (172)

Posted Allotment Requests	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

Operational Allotments (3)

Posted Allotment Requests	Date Submitted
1881-94	03-Ham-1394 16:01
1880-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

Figure 15: Allotments Section in My Portfolio Module



In the *Allotments* section of the *My Portfolio* module, you can create a new allotment; view the details of the development and operational allotment requests that have been submitted; search for an allotment request; filter the list of allotment requests according to the status they are in; and, sort the allotment requests according to definite criteria.

Moreover, the *Allotments* section of the *My Portfolio* module gives you the possibility of adding new contracts that are associated with given allotments. However, the contract records are not displayed in this section. Instead, upon saving the contract information, it becomes available for reporting and analysis and is displayed in the analytical modules of the application.

Creating a New Contract

To add a new contract from the *Allotments* section in the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Allotments** tab.
3. Click the **Create New Contract** button (Figure 16). This will open the *Contract* form which is described in the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#).

The screenshot shows the 'My Portfolio' module of the National Budget and Aid Management Systems (DAD Afghanistan). The 'Allotments' tab is selected. The 'Create New Contract' button is highlighted with a red box. The interface displays a list of 'Development Allotments (172)' and 'Operational Allotments (3)' with columns for 'Posted Allotment Requests' and 'Date Submitted'.

Posted Allotment Requests	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

Posted Allotment Requests	Date Submitted
1881-94	03-Ham-1394 16:01
1880-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

Figure 16: Creating a Contract from My Portfolio Module



Creating a New Allotment Request

To receive an allotment, you should first create an allotment request (see the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#)). The allotment request then should pass through an approval procedure before the requested financial means can be allotted (see [Allotment Request Approval Procedure](#)).

To add a new allotment request from the *Allotments* section in the *My Portfolio* module, follow the instructions below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Allotments** tab.
3. Click the **Create New Allotment** button (Figure 17). This will open the *Allotment* form which is described in the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#).

Posted Allotment Requests	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

Posted Allotment Requests	Date Submitted
1881-94	03-Ham-1394 16:01
1880-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

Figure 17: Creating an Allotment from My Portfolio Module

Viewing Allotment Request Details

To view the details of an allotment request listed in the *Allotments* section of the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.



2. Navigate to the **Allotments** tab.
3. Expand the corresponding **Development Allotments** or **Operational Allotments** group to view the entire list of allotment requests.
4. Click the allotment request that you want to view the details for. The *Allotment Request Details* wizard will open with the details of the selected request displayed.
5. Take the necessary action. For more details on what actions the users can take depending on the permissions they have, see the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#).

Filtering Allotment Requests

In the *Allotments* section of the *My Portfolio* module, you can make use of the filtering feature to view a sub-set of the development or operational allotment requests listed in this section. The development and operational allotment requests can be filtered according to the status they are currently in.

To apply a filter to the allotment requests, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Allotments** tab.

The screenshot displays the 'My Portfolio' module in the DAD Afghanistan system. The 'Allotments' tab is selected, showing a list of 'Development Allotments (172)' and 'Operational Allotments (3)'. The 'Allotment Status' dropdown is set to 'Posted'. The 'Posted Allotment Requests' table shows a list of requests with their respective dates submitted.

Posted Allotment Requests	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

Posted Allotment Requests	Date Submitted
1891-94	03-Ham-1394 16:01
1890-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

Figure 18: Filtering Allotments in My Portfolio Module



3. Expand the corresponding **Development Allotments** or **Operational Allotments** group to view the entire list of allotment requests.
4. Select the appropriate instance from the **Allotment Status** drop-down list that contains all statuses that an allotment request can have. The list displayed will group the requests according to the common status selected for them (Figure 18).

Sorting Allotment Requests

The allotment requests displayed in the *Allotments* section in the *My Portfolio* module can be sorted in ascending or descending order.

To sort the allotment requests, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Allotments** tab.
3. Expand the corresponding **Development Allotments** or **Operational Allotments** group to view the entire list of allotment requests.
4. Click the arrow icon in the header of the column that you want to sort the allotment requests by (Figure 19).
5. Click the arrow icon once again to sort the allotment requests in reverse order.

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My Portfolio | List | Chart | Map | Report | Help

External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria
Allotment Number
Government Responsible Agency
Submitted from to
Approved from to
Rejected from to
Submit Reset

Create New Allotment
Create New Contract
Allotment Status: Posted

Development Allotments (172)

Posted Allotment Requests	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

1 2 3 4 5 6 7 8 9 10 Next >>

Allotment Status: Posted

Operational Allotments (3)

Posted Allotment Requests	Date Submitted
1891-94	03-Ham-1394 16:01
1890-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

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Figure 19: Sorting Allotments in My Portfolio Module



Searching for Allotment Requests

Because the list of allotment requests displayed in the *Allotments* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of allotments according to some criteria (Figure 20).

The following search criteria are available:

- **Allotment Number** – filters by the identification number assigned to the allotment request.
- **Government Responsible Agency** - filters by the government responsible agency that the allotment is related to.
- **Submitted** – filters by a range of dates when the allotment request was submitted. A calendar popup is available for these fields, see [Figure 9: Calendar](#).
- **Approved** - filters by a range of dates when the allotment request was approved. A calendar popup is available for these fields, see [Figure 9: Calendar](#).
- **Rejected** – filters by a range of dates when the allotment request was rejected. A calendar popup is available for these fields, see [Figure 9: Calendar](#).

Once one or more criteria are selected, press the **Submit** button to get the filtered list of allotment requests. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and then press **Submit** to get the entire list of allotment requests.

The screenshot displays the 'My Portfolio' section of the 'NATIONAL BUDGET AND AID MANAGEMENT SYSTEMS' for 'AFGHANISTAN'. The 'Allotments' tab is selected, showing a list of 'Development Allotments (172)' and 'Operational Allotments (3)'. A 'Search Criteria' sidebar is open on the left, containing filters for 'Allotment Number', 'Government Responsible Agency', 'Submitted', 'Approved', and 'Rejected'. Each filter has a 'from' and 'to' date range with calendar icons. The 'Submitted' filter is currently selected. The main table shows a list of allotment requests with columns for 'Allotment Number' and 'Date Submitted'. The 'Submitted' filter is set to 'Posted'.

Allotment Number	Date Submitted
1889-94	03-Ham-1394 13:35
1888-94	27-Hoo-1393 08:46
1887-94	27-Hoo-1393 08:44
1886-94	27-Hoo-1393 08:31
1885-94	27-Hoo-1393 08:26
1884-94	25-Hoo-1393 15:44
1883-94	25-Hoo-1393 15:30
1882-94	25-Hoo-1393 15:22
1881-94	25-Hoo-1393 15:21
1880-94	25-Hoo-1393 15:21

Allotment Number	Date Submitted
1891-94	03-Ham-1394 16:01
1890-94	03-Ham-1394 15:42
0368-94	21-Dal-1393 14:45

Figure 20: Searching for an Allotment



Allotment Request Approval Procedure

A regular allotment request approval diagram is presented in Figure 21.

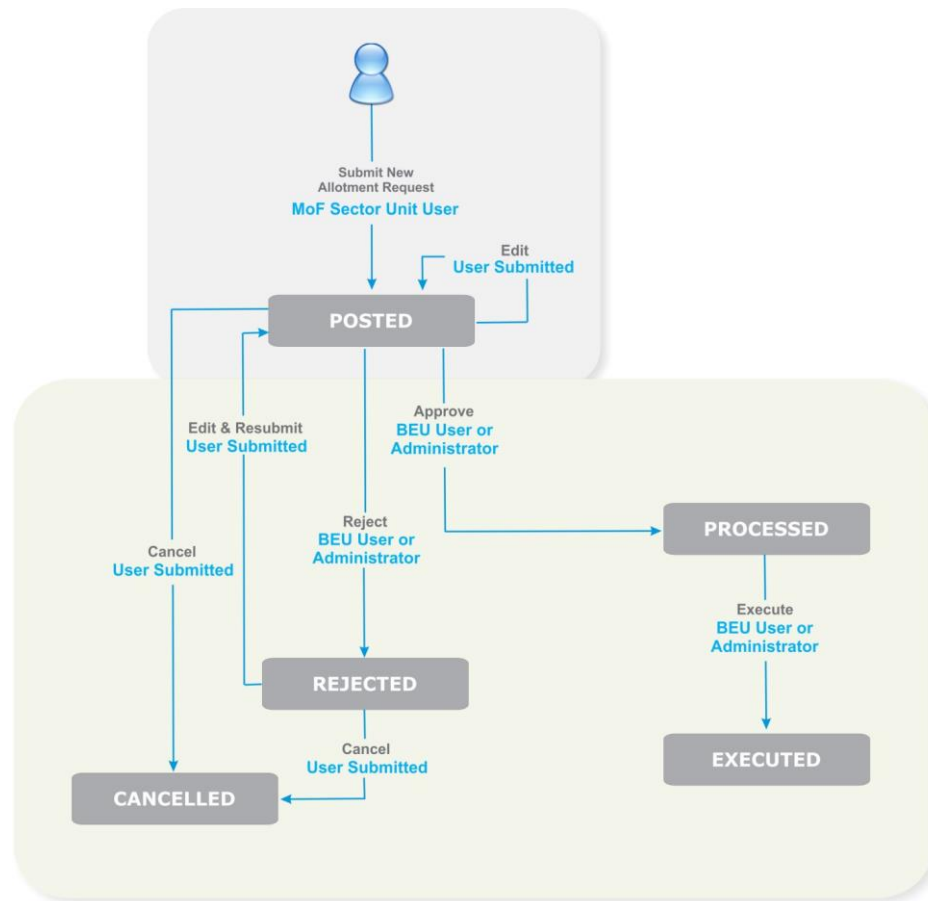


Figure 21: Allotment Request Approval Procedure Diagram

1. A MoF Sector Unit user creates an allotment request and submits it (for more details on how to create allotment requests, refer to the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#)). The allotment data is saved in a table in the appropriate *Development Allotments* or *Operational Allotments* group of the *Allotments* section in the *My Portfolio* module (see [Allotments in My Portfolio Module](#)). It receives the **Posted** status. The allotment request is visible to and can be edited at this stage by the user who submitted it or members of the same user group.
Note: Allotments can be posted for Operational and Core Development projects that have available amount for the current year.
2. Next, the submitted allotment request passes through a review cycle managed by a BEU user or Administrator. During the revision process, the following actions may be taken over the allotment request in the **Posted** status:



- **Cancel** – this action is used when the user who submitted the allotment request or members of the same user group can cancel the request before it is approved or rejected. The allotment request will be permanently deleted.
 - **Approve** – this action is used when the allotment request meets the requirements and is approved by the BEU user or Administrator. It will receive the **Processed** status.
 - **Reject** – this action is used when the allotment request does not meet the requirements and is rejected by the BEU user or Administrator. At this stage the rejection comment should be provided, see [Providing Revision Comments](#). It will receive the **Rejected** status.
3. For the rejected allotment requests, the following actions are available:
- **Cancel** - this action is used when user who submitted the allotment request or members of the same user group cancel the allotment request. The allotment request will permanently be deleted from the database.
 - **Edit and Re-submit** – this action is used when the user who submitted the allotment request can re-edit the rejected request and re-submit it. The allotment request will be available for review again.
4. The following actions can be taken over the approved allotment request:
- **Execute** - this action is used when a BEU user or Administrator executes the already processed allotment. It will receive the **Executed** status.
 - **Reject** – this action is used when the allotment request does not meet the requirements and is rejected by the BEU user or Administrator. At this stage, the rejection comment should be provided, see [Providing Revision Comments](#). It will receive the **Rejected** status.
5. The following action can be taken over the executed allotment request:
- **Reject** – this action is used when the allotment request does not meet the requirements and is rejected by the BEU user or Administrator. At this stage the rejection comment should be provided, see [Providing Revision Comments](#). It will receive the **Rejected** status.

For details on each of these actions, see the *DAD Afghanistan Contract & Allotment Application User Manual* in [REFERENCES](#).

Transfers in My Portfolio Module

The *Transfers* section in the *My Portfolio* module displays the list of submitted transfer requests on both operational and development budgets.



The *Transfers* section is divided into two groups: **Transfer Requests on Development Budget** and **Transfer Requests on Operational Budget** (Figure 22). These groups display the fund transfer request on operational and development budgets correspondingly.

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Search Criteria

Transfer Number:

Submitted: from to

Approved: from to

Rejected: from to

Transfer Status: **Rejected**

Transfer Requests on Development Budget (2)

Rejected Transfer Requests	Date Rejected	Comments
DT-0273-92	18-Qaw-1392 14:07	
DT-0021-92	07-Jaw-1392 14:13	

Transfer Status: **Posted**

Transfer Requests on Operational Budget (23)

Posted Transfer Requests	Date Submitted
OT-1852-92	26-Qaw-1392 09:40
OT-1795-92	09-Qaw-1392 09:36
OT-1719-92	21-Agr-1392 10:27
OT-1621-92	16-Mee-1392 10:55
OT-1495-92	01-Mee-1392 11:48
OT-1465-92	30-Sun-1392 11:39
OT-1450-92	26-Sun-1392 13:42
OT-1442-92	23-Sun-1392 16:51
OT-1330-92	04-Sun-1392 09:22
OT-1329-92	04-Sun-1392 09:08

1 2 3 Next

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Figure 22: Transfers Section in My Portfolio Module

In the *Transfers* section of the *My Portfolio* module, you can create new fund transfer requests; view the details of the transfer requests that have been submitted; search for a transfer request; filter the list of transfer requests according to the status they are in; and, sort the transfer requests according to definite criteria.

Creating a Fund Transfer Request

To receive a fund transfer from other projects or contingency funds to fully or partially cover your project expenditures, you should first create a fund transfer request in the *Transfers* section of the *My Portfolio* module. The fund transfer request then should pass through an approval procedure before the requested financial means can be transferred (see [Transfer Request Approval Procedure](#)).

This section describes how to transfer funds from other projects or contingency funds to fully or partially cover the project expenditures.



Note: This option is only available for projects that are implemented in the current year and have a core component (see the *DAD Afghanistan Core Project Application User Manual* in [REFERENCES](#)).

To create a new fund transfer request, follow the steps below:

1. Click the **Create New Transfer Request** button (Figure 23). The *Submit New Transfer Request* window will appear.

Transfer Number	Date Submitted	Transfer Status
DT-0005-94	14-Ham-1394 17:15	Posted
DT-0004-94	14-Ham-1394 17:17	Posted

Transfer Number	Date Submitted	Date Approved
QT-0135-94	24-Hoo-1393 14:58	25-Hoo-1393 08:33
QT-0134-94	24-Hoo-1393 14:55	25-Hoo-1393 08:47
QT-0133-94	24-Hoo-1393 14:55	25-Hoo-1393 08:37
QT-0132-94	24-Hoo-1393 14:50	25-Hoo-1393 08:47
QT-0130-94	24-Hoo-1393 14:12	25-Hoo-1393 12:58
QT-0129-94	24-Hoo-1393 13:45	24-Hoo-1393 14:45
QT-0128-94	24-Hoo-1393 12:57	24-Hoo-1393 14:50
QT-0127-94	24-Hoo-1393 11:33	24-Hoo-1393 14:42
QT-0126-94	24-Hoo-1393 10:49	24-Hoo-1393 13:10
QT-0125-94	23-Hoo-1393 12:58	24-Hoo-1393 13:11

Figure 23: Creating a Transfer Request from My Portfolio Module

2. Define whether the fund transfer will be for a development budget or operational budget and click **Next** to proceed to the following screen (Figure 24). You will be redirected to the [Development Budget Transfer](#) or [Operational Budget Transfer](#) form correspondingly.

Submit New Transfer Request

Please specify the type of transfer

☒ Operational Budget Transfer ☐ Development Budget Transfer

Next - > Cancel

Figure 24: Specifying the Type of Transfer



Development Budget Transfer

In the *Development Budget Transfer* form, the following transfer information should be provided:

- [Selecting the Transfer Source and Destination for Development Budget Transfer](#)
- [Defining the Decreased Amount for Development Budget Transfer](#)
- [Specifying the Increased Amount for Development Budget Transfer](#)
- [Providing the Transfer Details for Development Budget Transfer](#)

Selecting the Transfer Source and Destination for Development Budget Transfer

In the *Selecting the Transfer Source and Destination* screen of the *Development Budget Transfer* form, the following actions are required:

1. In the *Source of the Transfer* section, define the source for the fund transfer: **Project** or **Contingency Fund** (Figure 25).
2. Locate the project to make fund transfer from by searching for it by one of the following search criteria: **Project Title** or **Project Code**. When the search criteria are given, press the **GO** button next to the corresponding field to search for the relevant projects. All projects matching the given search criteria will be displayed in the table at the bottom of the screen. Select the project by activating the radio button next to its name.
3. In the *Destination of the Transfer* section, locate the project(s) to make fund transfer to by searching for it by one of the following search criteria: **Project Title** or **Project Code**. When the search criteria are given, press the **GO** button next to the corresponding field to search for the relevant projects. All projects matching the given search criteria will be displayed in the table at the bottom of the screen. Select the project(s) by ticking the checkbox(es) next to their names.
4. Click the **Add Selected** button. The projects will appear in the *Selected Projects* table.
Note: To remove a selected project, click **✖ (Remove from the list)** to the left of the selected record.
5. Click **Next** to proceed to the [Defining the Decreased Amount for Development Budget Transfer](#) screen.



Development Budget Transfer

Source of the Transfer

☒ Project ☐ Contingency Fund

Search Project Title:
bank GO

Search Project Code:
Type the name of the Project Code GO

6 items found

Project Title	Project Code
☐ Design and Construction of Gulbahar (Panjsher) Storage Dam (Gulbahar) [Capacity: 120 Mega Watt & 60,000 Hectares] (Bankable)	AFG/410178
☐ Development of ICT in Afghanistan (E-Governance) (Bankable)	AFG/340015
☒ Kamal Khan Irrigation and Lashkari Flood Control Project (Bankable)	AFG/410066
☐ National Solidarity program-NSP (Bankable Programme)	AFG/430017

Destination of the Transfer

☒ Project ☐ Contingency Fund

Search Project Title:
construction GO

Search Project Code:
Type the name of the Project Code GO

322 items found

Project Title	Project Code
☐ basal reconstruction of kabul stadium project - Temp	AFG/190033
☐ Building construction of managements in law	AFG/500143
☒ Building construction presidency of justice	AFG/500144
☐ Building of Construction commission	AFG/850008

Add Selected

Selected Destination Project

☒ AFG/500143-Building construction of managements in law

Next - > **Cancel**

Figure 25: Selecting Source and Destination Projects for Development Budget Transfer

Defining the Decreased Amount for Development Budget Transfer

In the *Defining the Decreased Amount* screen of the *Development Budget Transfer* form, the following actions are required:

1. In the *Specify Decreased Amount* section, select the **Commitment** to make a transfer from and



enter the **Transferred Amount** in the *Planned Breakdown of Commitment* field (Figure 26). The **Total** field displayed below the *Planned Breakdown of Commitment* field shows the total project cost amount as well as the amount marked to be transferred to the selected destination(s).

2. Once done, click **Next** to proceed to the [Specifying the Increased Amount for Development Budget Transfer](#) screen.

Development Budget Transfer > From AFG/370235-100 Beds Hospital in Kapisa Province to AFG/590002-Afghanistan Stabilization Programme(ASP), AFG/390592-Agricultural Marketing Infrastructure Project (AMIP) * - Required Field

Specify Decreased Amount

Commitment * Government of Afghanistan | Ministry of Public Health | Grant | 01/Ham/1392

Planned Breakdown of Commitment	Expenditure Category	Province	Original Amount	Transferred Amount
	250 - Acquisition of assets	02 - KAPISA	500,000.00 USD	400,000
	TOTAL		500,000 USD	400,000 USD

Back **Next** **Cancel**

Figure 26: Specifying Decreased Amount for Development Budget Transfer

Specifying the Increased Amount for Development Budget Transfer

In the *Specifying the Increased Amount* screen of the *Development Budget Transfer* form, the following actions are required:

1. In the *Specify Increased Amount* section, click the project to increase the amount for and provide the following information in the *Transfer Details* section that appears (Figure 27):

Field Name	Description
Funding Agency	Select the Funding Agency to make a fund transfer to from the respective drop-down list. <i>This field is mandatory.</i> Note: Only the funding agencies indicated for the selected project are available here.
1st Level Implementer	Select the 1st Level Implementer to make fund transfer to from the respective drop-down list. <i>This field is mandatory.</i>



	Note: Only the 1 st level implementers indicated for the selected project are available here.
Planned Breakdown of Commitment	Enter the amount to be transferred to the project in the <i>Increased Amount</i> field. <i>This field is mandatory.</i> The TOTAL field displayed below the <i>Planned Breakdown of Commitment</i> field shows the total amount to be transferred to the Expenditure Category of the selected destination. Note: The decreased amount should be distributed among transfer destinations in such a way that the BALANCE (i.e. difference between the decreased and increased amounts) is equal to zero.

Development Budget Transfer > AFG/370235-100 Beds Hospital in Kapisa Province to AFG/390592-Agricultural Marketing Infrastructure Project (AMIP) * - Required Field

Specify Increased Amount

Selected Destinations	Increased Amount
AFG/390592-Agricultural Marketing Infrastructure Project (AMIP)	1,000,000 USD
TOTAL	1,000,000 USD
BALANCE (To be transferred)	0 USD

Transfer details for the project AFG/390592-Agricultural Marketing Infrastructure Project (AMIP)

Funding Agency * Asian Development Bank

1st Level Implementer * Ministry of Agriculture Irrigation and Live Stock

Planned Breakdown of Commitment *

Expenditure Category	Province	Increased Amount
220 - Use of Goods and services	90 - Central Ministries	45,000
225 - Utilities	90 - Central Ministries	60,000
224 - Repairs and Maintenance	90 - Central Ministries	271,000
220 - Use of Goods and services	01 - KABUL	120,000
250 - Acquisition of assets	01 - KABUL	174,000
250 - Acquisition of assets	13 - PAKTYA	210,000
220 - Use of Goods and services	06 - NANGARHAR	120,000
TOTAL		1,000,000 USD

Back **Next** **Cancel**

Figure 27: Specifying Increased Amount for Development Budget Transfer



2. Repeat the above action for all projects selected to make transfer to. The **TOTAL** field displayed below the *Selected Destinations* table will show the total of increased amounts distributed among the destinations selected to receive funding increase.
3. Click **Next** to proceed to the [Providing the Transfer Details for Development Budget Transfer](#) screen.

Providing the Transfer Details for Development Budget Transfer

In the *Providing the Transfer Details* screen of the *Development Budget Transfer* form, the following actions are required:

1. In the finalizing screen that appears (Figure 28), view or indicate the following information:

Field Name	Description
Transfer ID	The value in the field is automatically generated and shows a unique ID assigned to the transfer transaction. The Transfer ID is generated in the following pattern: 4-digit serial number and the year of the transfer. For example, 0001-90.
Source Project	The field shows the Source Project selected in the <i>Increase Commitment</i> window and serving as a source for the transfer.
Source Commitment	The field shows the Source Commitment within the selected project the transfer is made from.
Destination Project - Commitment	The field shows the title of the project the transfer is made to as well as the commitment within the destination project the transfer is made to and the amount of the project commitment.
Is this MYR transfer?	Indicate whether this is a mid-year review (MYR) transfer or not.
Transfer Date	Specify the date when the transfer will be made in the Transfer Date field. A calendar popup is available for this field, see Figure 9: Calendar .
Transfer Description	Provide a Transfer Description in English and Dari.



- Click the **Submit Request** button to finalize the operation. The transfer request will appear in the *Transfer Requests on Development Budget* group in the *Transfers* section in the *My Portfolio* module (see [Transfers in My Portfolio Module](#)).

Specify Transfer Details * - Required Field

Transfer ID
DT-0322-92

Source Project
AFG/370235-100 Beds Hospital in Kapisa Province

Source Commitment
Brunei Darussalam | Ministry of Public Health | Grant | 02/Ham/1392

Destination Project - Commitment

Project	Commitment	Amount
AFG/390592-Agricultural Marketing Infrastructure Project (AMIP)	Asian Development Bank Ministry of Agriculture Irrigation and Live Stock Grant 02/Ham/1392	1,000,000 USD

Is this MYR transfer?
☒ Yes ☐ No

Transfer Date
16/11/1392

Transfer Description
ENG
DAR

Back **Submit Request** **Cancel**

Figure 28: Providing Transfer Details for Development Budget Transfer

Operational Budget Transfer

In the *Operational Budget Transfer* form, the following transfer information should be provided:

- [Selecting the Transfer Source and Destination for Operational Budget Transfer](#)
- [Defining the Decreased Amount for Operational Budget Transfer](#)
- [Specifying the Increased Amount for Operational Budget Transfer](#)
- [Providing the Transfer Details for Operational Budget Transfer](#)



Selecting the Transfer Source and Destination for Operational Budget Transfer

The first screen in the *Operational Budget Transfer* wizard requires selection of the transfer source and destination (Figure 29). It consists of the following sections:

- Source of the Transfer
- Destination of the Transfer

Each section is incorporated with radio buttons for selecting whether the fund transfer will be made from / to **Operational Project** or **Reserve Fund**.

If an **Operational Project** is selected, the following information should be provided for both the *Transfer Source* and *Transfer Destination*:

Field Name	Description
Government Responsible Agency	Select the Government Responsible Agency that participates in the fund transfer. <i>This field is mandatory.</i>
Program	Indicate the Program involved in the fund transfer. <i>This field is mandatory.</i>
Sub-Program	Select the Sub-Program within the selected program. <i>This field is mandatory.</i>
Activity	Select the Activity within the selected sub-program. <i>This field is mandatory.</i>
Location	Indicate the Location the program extends in. <i>This field is mandatory.</i>
Expenditure Category	Select the Expenditure Category involved in the fund transfer. <i>This field is mandatory.</i>
Project	Indicate the Project involved in the fund transfer. <i>This field is mandatory.</i> Please note that this field is only available in the <i>Source of the Transfer</i> field.



If a **Reserve Fund** is selected, the following information should be provided for both the *Transfer Source* and *Transfer Destination*:

Field Name	Description
Reserve Fund	Select the Reserve Fund involved in the fund transfer. <i>This field is mandatory.</i>
Expenditure Category	Select the Expenditure Category involved in the fund transfer. <i>This field is mandatory.</i>

Operational Budget Transfer for the Year 1392

Source of the Transfer

☐ Operational Project ☒ Reserve Fund

Reserve Fund: 900001 - Policy Reserved Fund

Expenditure Category: 220 - Use of Goods and services

Destination of the Transfer

☒ Operational Project ☐ Reserve Fund

Government Responsible Agency: 10 - President Office

Program: 101 - Services to President

Sub Program: 1014 - General Administration

Activity: 10143 - Admin & Finance services

Location: 00 - Country-Wide

Expenditure Category: 210 - Wages and salaries

2 items found

	Project Title
☒	Operating Budget: Office of the President
☐	Operating Budget: Services to president

Add Selected

	Selected Destinations
✗	10143 - 00 - 210 - Operating Budget: Office of the President

Next - > **Cancel**

Figure 29: Selecting Source and Destination for Operational Budget Transfer



All fields in the above-mentioned table are implemented as drop-down lists and in step-by-step technology. This means that selecting an instance from one drop-down list will filter the list in the following drop-down field displaying only those instances that match the selection.

After providing the *Transfer Destination* information, click the **Add Selected** button at the bottom of the section. The selected *Transfer Destination* will appear in the *Selected Destinations* table.

Note: To remove a selected destination, click **✖ (Remove from the list)** to the left of the selected record.

As soon as you have finished providing the information required in this section, click **Next** to proceed to the [Defining the Decreased Amount for Operational Budget Transfer](#) screen.

Defining the Decreased Amount for Operational Budget Transfer

In the *Defining the Decreased Amount* screen of the *Operational Budget Transfer* form, the following actions are required:

1. In the *Specify Decreased Amount* section, enter the **Transferred Amount** in the *Decreased Amount* field (Figure 30).

Note: The value in the *Available Amount* field shows the overall cost of the source project / reserve the transfer is made from.

2. Click **Next** to proceed to the [Specifying the Increased Amount for Operational Budget Transfer](#) screen.

Available Amount	Decreased Amount
4,526,579	1,250,000

Back Next Cancel

Figure 30: Specifying Decreased Amount for Operational Budget Transfer



Specifying the Increased Amount for Operational Budget Transfer

In the *Specifying the Increased Amount* screen of the *Operational Budget Transfer* form, the following actions are required:

Operational Budget Transfer > From 220 - 900001 - Policy Reserved Fund * - Required Field

Specify Increased Amount

Selected Destinations	Increased Amount
10143 - 00 - 210 - Operating Budget: Office of the President	0
10143 - 00 - 210 - Operating Budget: Services to president	0
900005 - U26 - Civil Service Reform - Pay and Grading	125,000
TOTAL	125,000
BALANCE	1,125,000

Cost Elements	Total Amount	Increased Amount
21100 - Civilian employees (permanent)	16,098,024	
21101 - Civilian employees (workers)	33,586,000	
21102 - Military officers	500,136,000	
21103 - Armed forces	7,560,000	
21104 - Assembly and Jirga members	0	120000
21105 - Overseas employees	0	
21106 - Doctors	0	
21107 - Teachers - Primary	0	
21108 - Teachers - Secondary	0	250000
21109 - Teachers - Others	0	
21110 - Contractors	0	300000
21121 - Professional and cadre allowance	212,354,000	
21122 - Interim additional allow (PRR)	67,316,900	
21123 - Other allowances - cash	2,200,000	
21124 - Overtime	29,691,000	
21205 - Food for Employees (Uniformed)	0	250000
21300 - Wages and salary advance	0	
21300 - Assist payments to	25,000	
21134 - (Uniformed)		
21600 - National Expeditionary Pay (Uniformed)	0	
21650 - Special Duty and Other Incentives (Uniformed)	0	
21610 - Aviation Incentive (Uniformed)	0	
TOTAL	1,105,529,924	1,250,000

Add

Back Next Cancel

Figure 31: Specifying Increased Amount for Operational Budget Transfer



1. In the *Specify Increased Amount* section, click the destination to increase the amount for. This will show the list of *Cost Elements* related to the selected destination.
 2. Distribute the **Increased Amounts** among all *Cost Elements* in the list (Figure 31). The **TOTAL** field displayed below the *Cost Elements* table shows the total of the amounts distributed among the cost elements of the selected destination.
 3. Click the **Add** button to confirm adding the amount specified.
 4. Repeat previous steps for all destinations selected to make transfer to. The **TOTAL** field displayed below the *Selected Destinations* table will show the total of increased amounts distributed among the destinations selected to receive funding increase.
- Note:** The decreased amount should be distributed among transfer destinations in such a way that the **BALANCE** (i.e. difference between the decreased and increased amounts) is equal to zero.
5. Click **Next** to proceed to the [Providing the Transfer Details for Operational Budget Transfer](#) screen.

Providing the Transfer Details for Operational Budget Transfer

In the *Providing the Transfer Details* screen of the *Operational Budget Transfer* form, the following actions are required:

1. In the finalizing screen that appears (Figure 32), view or indicate the following information:

Field Name	Description
Transfer ID	The value in the field is automatically generated and shows a unique ID assigned to the transfer transaction. The Transfer ID is generated in the following pattern: 4-digit serial number and the year of the transfer. For example, 0001-90.
Transfer Details	The field shows the source and destination of the fund transfer as well as the amount being transferred.
Transfer Date	Specify the date when the transfer will be made in the Transfer Date field. A calendar popup is available for this field, see Figure 9: Calendar .
Transfer Description	Provide a Transfer Description in English and Dari.



- Click the **Submit Request** button to finalize the operation. The transfer request will appear in the *Transfer Requests on Operational Budget* group in the *Transfers* section in the *My Portfolio* module (see [Transfers in My Portfolio Module](#)).

Specify Transfer Details

Transfer Id
OT-1838-92

Transfer Details
Source: 220 - 900001 - Policy Reserved Fund

Selected Destinations	Increased Amount
10143 - 00 - 210 - Operating Budget: Services to president	1,250,000
TOTAL	1,250,000

Transfer Date
24/11/1392

Transfer Description
ENG
DAR

Back **Submit Request** **Cancel**

Figure 32: Providing Transfer Details for Operational Budget Transfer

Filtering Fund Transfer Requests

In the *Transfers* section of the *My Portfolio* module, you can make use of the filtering feature to view a sub-set of the fund transfer requests on operational and development budgets listed in this section. The fund transfer requests can be filtered according to the status they are currently in.

To apply a filter to the fund transfer requests, follow the steps below:

- Go to the **My Portfolio** module.
- Navigate to the **Transfers** tab.
- Expand the corresponding **Transfer Requests on Development Budget** or **Transfer Requests on Operational Budget** group to view the entire list of fund transfer requests.
- Select the appropriate instance from the **Transfer Status** drop-down list that contains all statuses that a fund transfer request can be in. The list displayed will group the requests according to the common status selected for them (Figure 33).



Figure 33: Filtering Transfer Requests in My Portfolio Module

Sorting Fund Transfer Requests

The fund transfer requests displayed in the *Transfers* section in the *My Portfolio* module can be sorted in ascending or descending order.

To sort the fund transfer requests, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Transfers** tab.
3. Expand the corresponding **Transfer Requests on Development Budget** or **Transfer Requests on Operational Budget** group to view the entire list of fund transfer requests.
4. Click the arrow icon in the header of the column that you want to sort the fund transfer requests by (Figure 34).
5. Click the arrow icon once again to sort the fund transfer requests in reverse order.



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Welcome, synergy admin

My Portfolio | List | Chart | Map | Report | Help

External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Transfer Number

Submitted from to

Approved from to

Rejected from to

Submit Reset

Create New Transfer Request

Transfer Status **Rejected**

Transfer Requests on Development Budget (2)

Rejected Transfer Requests	Date Rejected	Comments
DT-0273-92	18-Qaw-1392 14:07	
DT-0021-92	07-Jaw-1392 14:13	

Transfer Status **Posted**

Transfer Requests on Operational Budget (23)

Posted Transfer Requests	Date Submitted
QT-1852-92	26-Qaw-1392 09:40
QT-1795-92	09-Qaw-1392 09:36
QT-1719-92	21-Aqr-1392 10:27
QT-1621-92	16-Mee-1392 10:55
QT-1495-92	01-Mee-1392 11:48
QT-1465-92	30-Sun-1392 11:39
QT-1450-92	26-Sun-1392 13:42
QT-1442-92	23-Sun-1392 16:51
QT-1330-92	04-Sun-1392 09:22
QT-1329-92	04-Sun-1392 09:08

1 2 3 Next

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Figure 34: Sorting Transfer Requests in My Portfolio Module

Searching for Fund Transfer Requests

Because the list of fund transfer requests displayed in the *Transfers* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of requests according to some criteria (Figure 35).

The following search criteria are available:

- **Transfer Number** – filters by the identification number assigned to the fund transfer request.
- **Submitted** – filters by a range of dates when the fund transfer request was submitted. A calendar popup is available for these fields, see [Figure 9: Calendar](#).
- **Approved** - filters by a range of dates when the fund transfer request was approved. A calendar popup is available for these fields, see [Figure 9: Calendar](#).
- **Rejected** – filters by a range of dates when the fund transfer request was rejected. A calendar popup is available for these fields, see [Figure 9: Calendar](#).

Once one or more criteria are selected, press the **Submit** button to get the filtered list of fund transfer requests. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and then press **Submit** to get the entire list of fund transfer requests.



The screenshot shows the NABAMS interface with the following elements:

- Header:** NATIONAL BUDGET AND AID MANAGEMENT SYSTEMS AFGHANISTAN. Contact us: support.mis@budget.mof.gov.af | SBPS Afghanistan | My Profile | About | Log Off | Welcome, synergy admin.
- Navigation:** My Portfolio, List, Chart, Map, Report, Help.
- Search Criteria (highlighted with a red box):**
 - Transfer Number: [Text Field]
 - Submitted: from [Text Field] to [Text Field]
 - Approved: from [Text Field] to [Text Field]
 - Rejected: from [Text Field] to [Text Field]
 - Buttons: Submit, Reset
- Transfer Status:** Rejected
- Transfer Requests on Development Budget (2):**

Rejected Transfer Requests	Date Rejected	Comments
DT-0273-92	18-Qaw-1392 14:07	
DT-0021-92	07-Jaw-1392 14:13	
- Transfer Status:** Posted
- Transfer Requests on Operational Budget (23):**

Posted Transfer Requests	Date Submitted
OT-1852-92	26-Qaw-1392 09:40
OT-1795-92	09-Qaw-1392 09:36
OT-1719-92	21-Aqr-1392 10:27
OT-1621-92	16-Mee-1392 10:55
OT-1495-92	01-Mee-1392 11:48
OT-1465-92	30-Sun-1392 11:39
OT-1450-92	26-Sun-1392 13:42
OT-1442-92	23-Sun-1392 16:51
OT-1330-92	04-Sun-1392 09:22
OT-1329-92	04-Sun-1392 09:08

Figure 35: Searching for a Transfer Request

Viewing Transfer Request Details

In the *Transfers* section of the *My Portfolio* module, you can view the details of the submitted transfer requests that are listed in the corresponding *Transfer Requests on Development Budget* or *Transfer Requests on Operational Budget* section.

To view the details of the transfer requests listed in the *My Portfolio* module, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Transfers** tab.
3. Expand the corresponding **Transfer Requests on Development Budget** or **Transfer Requests on Operational Budget** list.
4. Click the transfer request to see the details for. The *Transfer Request Details* wizard will open with the details of the selected request displayed.

Actions Available in the Transfer Request Details Wizard

Depending on the user permissions, the *Transfer Request Details* wizard provides specific actions to manage the transfer request.



For details on the request revision cycle, see [Transfer Request Approval Procedure](#).

Depending on the approval stage the transfer request is in, and the permissions you have, the following actions may be available in the top toolbar of the *Transfer Request Details* form:

- **Approve** - this action becomes available to the BEU users and administrators after the transfer request was submitted by the user. It is used to approve the submitted transfer request in case it meets the requirements set and the funding is still available. At this stage the transfer request status will be marked as **PROCESSED**.
- **Reject** – this action becomes available to the BEU users and administrators after the transfer request has been posted by the user. It is used to reject the transfer requests that do not meet the requirements or the availability of funding is not verified. Additional comments may be provided when taking this action (see [Providing Revision Comments](#)). At this stage the transfer request status will be marked as **REJECTED**.
- **Cancel** – this action becomes available to the user who submitted the transfer request or to the members of the same user group after the request has been posted. It used to cancel the requests before they are approved or rejected or the rejected requests.
- **Edit and Resubmit** – this action becomes available to the user who submitted the transfer request or to the members of the same user group after the request has been rejected. It used to edit and re-submit the requests. In this case, the requests become available for review again.
- **Revert** - this action becomes available to the BEU users and administrators after the transfer request submitted by the user was approved. It is used to revert the transfer operation and check for the availability of allocated amount. If its availability is verified, the transfer request is rejected. If not, it retains its current status, i.e. processed.

Providing Revision Comments

For requests that are rejected at any stage, the BEU/Sectorial Unit users and administrators have a possibility of adding additional comments or providing explanation for the decision taken. The *Comment* window (Figure 36) appears as soon as the BEU/Sectorial Unit users or administrators select the **Reject** action in the transfer request details wizard.

To add a comment, enter the comment text in English and Dari in the **Comment** field and click the **Ok** button.



Reject

Comment *

ENG

The availability of funding source is not varified.

DAR

Ok Cancel

Figure 36: Adding a Comment

Transfer Request Approval Procedure

The regular transfer request approval diagram is presented in Figure 37.

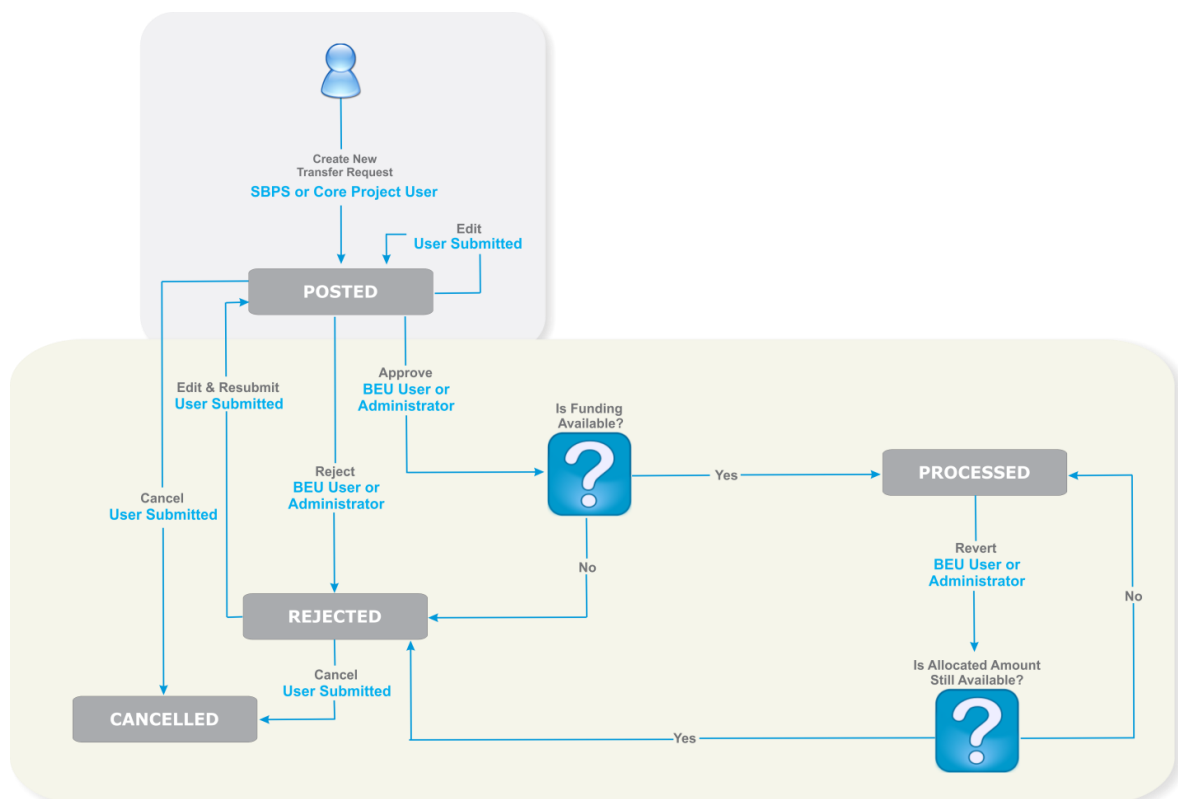


Figure 37: Transfer Request Approval Procedure Diagram



1. An SBPS or Core Project user creates a fund transfer request and submits it. The transfer data is saved in a table in the appropriate *Transfer Requests on Development Budget* or *Transfer Requests on Operational Budget* section of the *My Portfolio* module. It receives the **Posted** status. At this stage, the transfer is not yet performed. However, the amount decreased is reserved in the source and becomes unavailable for another Transfer or Allotment. The transfer request can be edited at this stage by the user who submitted it or members of the same user group.
2. Next, the submitted transfer request passes through a review cycle managed by a BEU user or Administrator. During the revision process, the following actions may be taken over the transfer request in the **Posted** status:
 - **Cancel** - user who submitted the transfer request or members of the same user group can cancel the request before it is approved or rejected. The transfer request will be permanently deleted and the reserved amount will be unblocked.
 - **Approve** – the transfer request meets the requirements and is approved by the BEU user or Administrator.
 - **Reject** – the transfer request does not meet the requirements and is rejected by the BEU user or Administrator. It will receive the **Rejected** status and the blocked amount will be released.
3. For the rejected transfer requests, the following actions are available:
 - **Cancel** – the user who submitted the transfer request or members of his or her group cancel the transfer request. The transfer request will permanently be deleted and the reserved amount will be unblocked.
 - **Edit and Re-submit** – the user who submitted the transfer request can re-edit the rejected request and re-submit it. The transfer request will be available for review again.
4. For approved transfer requests, the availability of funding is checked. If the source funding is still available, the transfer request receives the **Processed** status. The transfer is performed. The amount is deducted from the source and added to the destination(s). The transfer history is kept. The following action can be taken over the approved transfer request:
 - **Revert** – a BEU user or Administrator can revert the already processed transfer. If the transferred amount is still available in the destination(s), then the amount is transferred back and the transfer request is rejected.

Operational Projects in My Portfolio Module

The *Operational Projects* section in the *My Portfolio* module (Figure 38) displays information about all projects concerned with the procurement of goods and services, management of processes and supply chains.



To view the operational projects recorded in the *DAD Afghanistan* application, first you should apply the corresponding search criteria. For details, see [Searching for Operational Projects](#).

The information displayed in the *Operational Projects* section of the *My Portfolio* module for each operational project includes the **Project Name**.

The screenshot displays the 'Operational Projects' section within the 'My Portfolio' module. On the left, there is a 'Search Criteria' panel with dropdown menus for 'Ministry' (selected as '27 - Ministry of Education'), 'Program', 'SubProgram', and 'Activity'. Below these are 'Submit' and 'Reset' buttons. To the right, there is a 'Create new Operational Project' button and a 'Year' dropdown set to '1395'. Below this, a table titled 'My Projects (7)' lists the following project names:

Project Name
Operating Budget: Literacy and Non-Formal Education
Operating Budget: Education Management and Capacity Building
Operating Budget: Science and Educational Technology
Operating Budget: General and Islamic Education
Operating Budget: Technical and Vocational Education
Operating Budget - O&M - MoE
NBOOKS

The footer of the interface states 'COPYRIGHT 2014 SYNERGY INTERNATIONAL SYSTEMS, INC.'

Figure 38: Operational Projects Section in My Portfolio Module

In the *Operational Projects* section, an operational project may be created; expenditures of the existing projects can be viewed and edited. Moreover, it is possible to search for an operational project; and, sort the projects in ascending or descending order according to definite criteria.

Creating an Operational Project

To add a new operational project from the *Operational Projects* section in the *My Portfolio* module, follow the instructions below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Operational Projects** tab.
3. Click the **Create New Operational Project** button (Figure 39). This will open a *Create New Operational Project* form. For details, see [Providing Operational Project Details](#).



The screenshot shows the 'Create new Operational Project' screen. The top navigation bar includes 'My Portfolio', 'List', 'Chart', 'Map', 'Report', and 'Help'. The main content area has a sidebar with search criteria and a main area with a 'Create new Operational Project' button and a list of existing projects.

Figure 39: Creating an Operational Project from My Portfolio Module

Providing Operational Project Details

In the *Create New Operational Project* screen of the *Operational Project* form, the following actions are required:

1. In the screen that appears (Figure 40), indicate the following information:

Field Name	Description
Government Responsible Agency	Select a Government Responsible Agency from the respective drop-down list. <i>This field is mandatory.</i>
Program	Select a Program from the respective drop-down list. <i>This field is mandatory.</i>
Sub Program	Select a Sub Program from the respective drop-down list. <i>This field is mandatory.</i>
Activity	Select an Activity from the respective drop-down list. <i>This field is mandatory.</i>
Project Name	Enter a Project Name in English and Dari. <i>This field is mandatory.</i>

Note: Selection of an instance from one drop-down list will filter the list in the next one, and display only those instances that are related to the selected instance.



Create New Operational Project

Government Responsible Agency * 27 - Ministry of Education

Program * 272 - Curriculum Development, Teacher Education and Education

Sub Program * 2721 - Curriculum Development

Activity * 27210 - Revision & Development of Curriculum, Textbooks and T

Project Name * ENG | DAR | Textbook Math

Next - > Cancel

Figure 40: Providing Operational Project Details

2. Click the **Next** button to proceed to the [Selecting an Expenditure Category](#) screen.

Selecting an Expenditure Category

In order to select an expenditure category for the new *Operational Project*, follow the steps below:

1. Choose the category of the **Expenditure** to be made by selecting the appropriate instance from the respective drop-down list (Figure 41).

Expenditure * 210 - Wages and salaries

Next - > Cancel

Figure 41: Selecting an Expenditure Category

2. Click the **Next** button to proceed to the [Providing Cost Element Details](#) screen.

Providing Cost Element Details

In the *Providing Cost Element Details* screen of the *Operational Project* form, the following actions are required:

1. In the screen that appears (Figure 42), provide the following information:



Field Name	Description
Cost Elements	Provide information about the Cost Elements that apply. The information to be provided includes Unit Cost, Quantity, and Quantity Measure. For details on how to provide the information requested, see Editing Cost Element Details. Note: The list of cost elements is automatically generated and is based on your selection of the <i>Expenditure Category</i>.
Description	Provide a brief Description of the operational project, its expenditures and cost elements.

Save | Save and Close | Cancel Contact Us

LAW ENFORCEMENT POLICY /
210 - WAGES AND SALARIES

InflationRate = 1.00000

Cost Elements

	Cost Element	Unit Cost	Quantity	Quantity Measure	Total
	21100 - Civilian employees (permanent)	2,000	50	2	100,000
	21101 - Civilian employees (workers)	5,000	20	3	100,000
	21102 - Military officers	2,500	45	1	112,500
	21103 - Armed forces	10,000	8	2	80,000
	21104 - Assembly and Jirga members	15,000	12	1	180,000
	21105 - Overseas employees	0	0		0
	21106 - Doctors	0	0		0
	21107 - Primary		0		0
	21640 - Engineering and Explosive Ordnance Disposal (EOD) (Uniformed)	0			
	21650 - Special Duty and Other Incentives (Uniformed)	0	0		0
	21999 - Return of salaries expenditure	0	0		0
GRAND TOTAL					572,500

Description

Figure 42: Providing Cost Element Details



2. Click the **Save** button to save the modifications made and stay on the same screen, or **Save and Close** to save the changes and leave the screen. Clicking the **Cancel** button will discard the changes and close the active window.

Editing Cost Element Details

In order to edit cost element details, follow the steps below:

1. Click the  (**Edit**) button to the left of the cost element record that you want to edit. This will activate the selected record.
2. Indicate the **Unit Cost**, **Quantity** and **Quantity Measure** for the respective cost element. The **Total** amount of the cost element will automatically be calculated displayed in the respective column.
3. Click the  (**OK**) button to confirm the information input. Or, click  (**Cancel**) to discard the changes.

Note: The Inflation Rate, based on which the calculations are made is automatically displayed in the upper right corner of the *Cost Elements* table.

Sorting Operational Projects

The operational projects displayed in the *Operational Projects* section of the *My Portfolio* module can be sorted in ascending or descending alphabetical order according to the project name.

To sort the operational projects according to their name, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Operational Projects** tab.
3. Search for the corresponding operational project. For details, see Searching for Operational Projects.
4. Click the arrow icon in the header of the **Project Name** column (Figure 43).
5. Click the arrow icon once again to sort the operational projects in reverse order.



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Welcome, synergy admin

My Portfolio | List | Chart | Map | Report | Help

External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Ministry
20 - Ministry of Finance

Program
-- Select one --

SubProgram
-- Select one --

Activity
-- Select one --

Location
-- Select one --

Submit Reset

Create new Operational Project

My Projects (6)

Project Name

- Operating Budget: Administration and Support Services in Central Ministry
- Operating Budget: Government Budgeting
- Operating Budget: Government Strategy
- Operating Budget: Ministry of Finance
- Operating Budget: Tax Revenue

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Figure 43: Sorting Operational Projects in My Portfolio Module

Searching for Operational Projects

Because the list of operational projects displayed in the *Operational Projects* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of projects according to some criteria (Figure 44).

The following search criteria are available:

- **Ministry** – filters by the ministry that is in charge of the operational project.
- **Program** – filters by the umbrella program that the project is part of.
- **Sub Program** - filters by the sub program that the project is part of.
- **Activity** –filters by the activity that the project performs.

Once one or more criteria are selected, press the **Submit** button to get the filtered list of operational projects. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and then press **Submit** to get the entire list of operational projects.



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Welcome, synergy admin

My Portfolio | List | Chart | Map | Report | Help

External Projects | Core Projects | Allotments | Transfers | Operational Projects | Narrative/Tashkeel

Search Criteria

Ministry
27 - Ministry of Education

Program
-- Select one --

SubProgram
-- Select one --

Activity
-- Select one --

Submit Reset

Create new Operational Project

Year 1395

My Projects (7)

Project Name

Operating Budget: Literacy and Non-Formal Education

Operating Budget: Education Management and Capacity Building

Operating Budget: Science and Educational Technology

Operating Budget: General and Islamic Education

Operating Budget: Technical and Vocational Education

Operating Budget - O&M - MoE

NBOOKS

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Figure 44: Searching for an Operational Project

Narrative/Tashkeel in My Portfolio Module

The *Narrative/Tashkeel* section in the *My Portfolio* module (Figure 45) displays details of the actual and planned ministry programs and results to be achieved as well as provides information about the progress made towards the goals set.

Note: The *Narrative/Tashkeel* section of the *My Portfolio* module consolidates information about the ministry narratives and tashkeels for the planning year only.

When you access the *Narrative/Tashkeel* section in the *My Portfolio* module, you will be presented with the list of narratives that you have access to. The narratives in this section are grouped according to the ministries that they are related to and are displayed in the *My Narratives* table. Moreover, in the *Narrative/Tashkeel* section, you can view detailed information on the ministry *Program* and *Sub-program Narratives* as well as *Program Tashkeels*.

Note: To be able to view the program and sub-program narratives and program tashkeels recorded in the *DAD Afghanistan* application, you will have to apply filtering criteria to locate the ministry/program for which you want to receive more information. For details, see *Searching for Narratives/Tashkeels*.

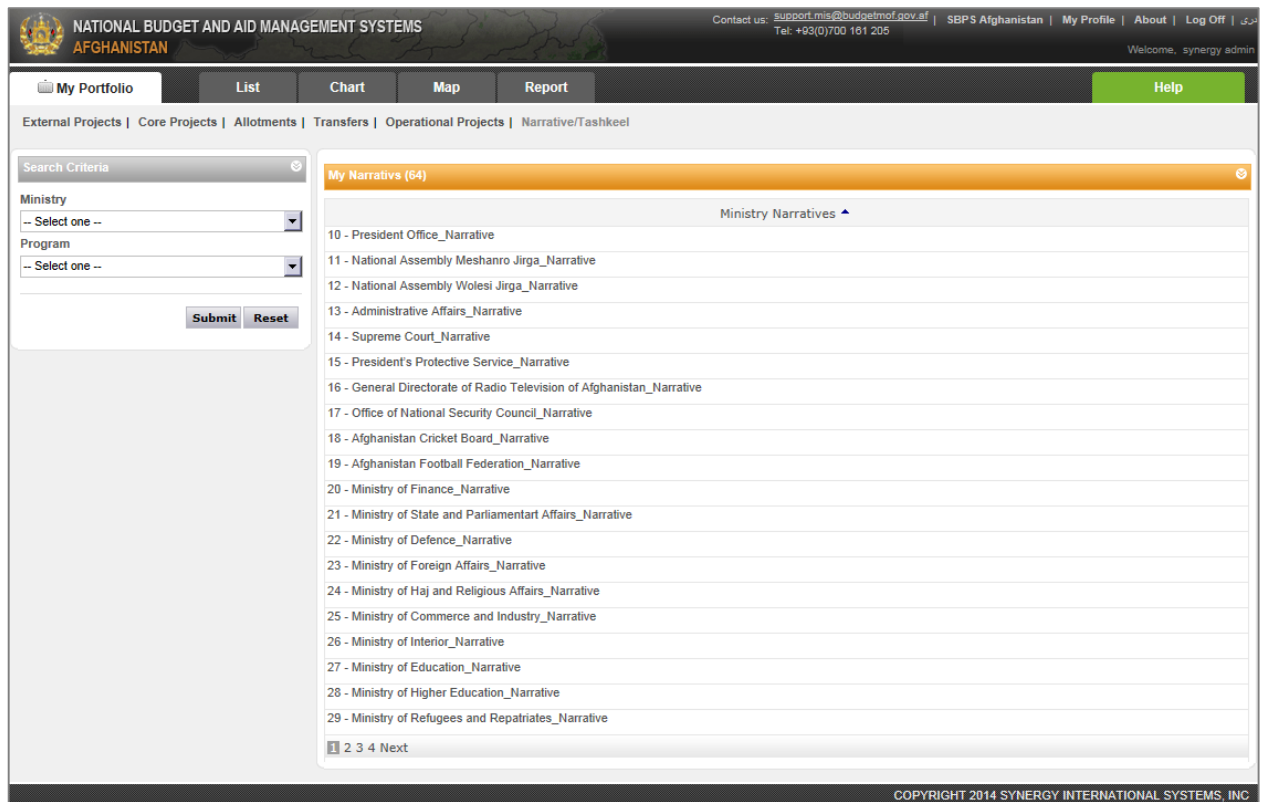


Figure 45: Narrative/Tashkeel Section in My Portfolio Module

In the *Narrative/Tashkeel* section, information on the narratives and tashkeels for the planning year programs can be viewed and edited. Moreover, it is possible to search for a narrative/tashkeel; and, sort the narratives and tashkeels in ascending or descending order according to definite criteria.

Managing Ministry Narratives

This chapter outlines how to add and edit ministry narrative details.

Adding Ministry Narrative Details

To provide ministry narrative details, follow the steps below:

1. Click a ministry narrative title. The *Ministry Narrative* form will appear (Figure 46).
2. Provide the following information:



Field Name	Description
Ministry Objective	Provide information about the objectives that the ministry seeks to pursue in English and Dari. <i>This field is mandatory.</i>
Key Achievements	First, specify the period of time for which the information is provided. Second, describe the main achievements that the implementation of the ministry program reached in the specified period in English and Dari.

Save | Save and Close | Cancel Contact Us

NARRATIVE : 16-GENERAL DIRECTORATE OF RADIO TELEVISION OF AFGHANISTAN

Ministry Objective *

ENG DAR

The main objective of the Ministry is to support the General Directorate of Radio and Television of Afghanistan

Key Achievements

From To

1383 1387

ENG DAR

Figure 46: Providing Ministry Narrative Details

- Click the **Save** button at the top of the screen to save the information input and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.

Editing Ministry Narrative Details

To edit ministry narrative details, follow the steps below:



1. Click the title of the ministry narrative the details of which you want to edit. You will be directed to the *Ministry Narrative* sub-section.
2. Make the required changes in the data displayed.
3. Click the **Save** button at the top of the screen to save the modifications made and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.

Managing Program Narratives

This chapter outlines how to add and edit program narrative details.

Adding Program Narrative Details

To provide program narrative details, follow the steps below:

1. Locate the ministry for which you want to provide program narrative details. For more information, see [Searching for Narratives/Tashkeels](#).
2. Click a program narrative title in the *Program Narratives* table. The *Program Narrative* form will appear (Figure 47).
3. Provide the following information:

Field Name	Description
Program Objective	Provide information about the objectives that the program seeks to pursue in English and Dari. <i>This field is mandatory.</i>
Key Achievements	Describe the main achievements that the implementation of the ministry program reached in the selected period of time in the English or Dari languages.
Does this Program positively impact each of the following cross-cutting issues?	Indicate whether the program positively impacted on the following cross-cutting issues by selecting the respective checkboxes in the Y/N column: • Anti corruption • Institutional reform and capacity building • Environment



	• Regional Cooperation • Counter Narcotics • Pro-poor Sending • Gender Provide a Brief Description of the program impact in English and Dari.
Comments	Provide additional remarks on the program narrative in English and Dari.
Key Outcomes	Provide information about the key outcomes obtained during the program implementation. For details on how to provide the information requested, see Managing Key Outcomes/Outputs .

4. Click the **Save** button at the top of the screen to save the information input and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.



Save | Save and Close | Cancel Contact Us

NARRATIVE : 141-THE NATIONAL JUDICIARY AFFAIRS

Program ENG | DAR

Objective *
The National Judiciary Affairs

Key Achievements From To
1383 1387
ENG | DAR

Does this Program positively impact each of the following cross-cutting issues?

Cross-cutting Issue	Y/N	Brief Description
Anti corruption	☒	ENG DAR
Institutional reform and capacity building	☒	ENG DAR
Environment	☐	ENG DAR
Regional cooperation	☐	ENG DAR
Counter Narcotics	☐	ENG DAR
Pro-poor sending	☒	ENG DAR
Gender	☒	ENG DAR

Comments ENG | DAR
The consideration of cases/claims. The establishment of judiciary justice and rule of law in order to protect the rights of Afghan and foreign citizens, through below objectives: 1. To have professional judges, trained in terms of judiciary behavior. 2. To support an effective system including the modern procedures to promote the judiciary and administrative affairs of the courts. 3. To have an institute for judges and employee of the courts. the supreme court has considered a 60000 cases in last 3 years 600 people have been graduated from the judiciary professional course

Key Outcomes

Outcome Description	Indicator Description	1392		1393		1394	
		Planned	Actual	Planned	Actual	Planned	Actual
☒ Confedents	Numbers	21,854	0	22,000	0	23,000	0

Add Outcome

Figure 47: Providing Program Narrative Details

Editing Program Narrative Details

To edit program narrative details, follow the steps below:

1. Click the title of the program narrative the details of which you want to edit. You will be directed to the *Program Narrative* sub-section.
2. Make the required changes in the data displayed.



3. Click the **Save** button at the top of the screen to save the modifications made and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.

Managing Key Outcomes/Outputs

This chapter outlines how to add, edit, and delete key outcomes/outputs as well as distribute the allotted amounts for each year of the program/sub-program duration.

Adding a Key Outcome/Output

To add a program outcome/sub-program output, follow the steps below:

1. Click the **Add Outcome/Add Output** button at the bottom of the field (Figure 47 or Figure 51). The *Add/Edit Key Outcomes/Output* form will appear (Figure 48).
2. Provide the following information:

Field Name	Description
Outcome/Output Description	Provide a brief description of the program outcome/sub-program output in English and Dari. <i>This field is mandatory.</i>
Indicator Description	Provide a brief description of the program/sub-program indicator in English and Dari.
Years	Indicate how the amount allotted to the key outcome/key output will be distributed in each year of the program/ sub-program duration. For details on how to provide the information requested, see Providing Amount Yearly Distribution. Note: You should first specify the base and target years from the drop-down lists to be able to distribute the outcome/output amount in the selected years.

3. Click the **OK** button to confirm the information input. Or, click **Cancel** to terminate the operation. Clicking the **Add Another Outcome/Add Another Output** button at the bottom of



the form will save the information input and open a blank *Add/Edit Key Outcome/Output* form.

Program Narrative > Add/Edit Key Outcomes * - Required Field

Outcome Description

ENG DAR
Outcome of Services in hospitals

Indicator Description

ENG DAR

Years

From To
1383 1387

	Edit	Years	Planned	Actual
Base		1383	2,500	0
		1384	3,000	0
		1385	0	0
		1386	0	0
Target		1387	0	0

Add another Outcome

OK Cancel

Figure 48: Adding a Key Outcome

Providing Amount Yearly Distribution

To distribute the key outcome/output amounts for each year of the program/sub-program duration, follow the steps below:

1. Select the base and target years from the drop-down lists (Figure 48).
Note: The list of implementation years is automatically generated based on your selection in the *From* and *To* drop-down lists.
2. Click the (**Edit**) button next to the year for which you want to provide financial information.
3. Indicate the **Planned** and **Actual** amounts for the selected year (Figure 49).



- Click the **✓ (OK)** button to confirm the information input. Or, click **✗ (Cancel)** to discard the changes made.

	Edit	Years	Planned	Actual
Base	✓ ✗	1392	264	280
	✎	1393	264	0
Target	✎	1394	264	0

Figure 49: Providing Key Outcome/Output Amount Yearly Distribution

Editing Program Key Outcomes/ Outputs

To edit the program key outcome/sub-program key output details, follow the steps below:

- Click the description of the key outcome/output that you want to edit. You will be directed to the *Add/Edit Key Outcomes/Output* form.
- Make changes in the data displayed.
- Click the **OK** button to save the changes made. Or, click **Cancel** to discard them.

Deleting Program Key Outcomes/Outputs

To delete a program key outcome/sub-program key output, click the **✗ (Delete)** button to the left of the selected record.

Managing Program Tashkeels

This chapter outlines how to add and edit program tashkeel details.

Adding Program Tashkeel Details

To provide program tashkeel details, follow the steps below:

- Locate the ministry for which you want to provide program tashkeel details. For more information, see [Searching for Narratives/Tashkeels](#).
- Click a program tashkeel title. The *Program Tashkeel* form will appear (Figure 50).
- Provide the following information:



Field Name	Description
Tashkeel	Specify how the baseline and newly requested amounts will be distributed among the staff involved into the program implementation. Please note that you will have to provide the amounts disaggregated by gender and profession. To make this form more informative and make it serve its purpose better, the following calculated totals are displayed: • Total – displays automatically calculated total funds distributed to each employee groups (permanent employees, contractual employees, and others). • Grand Total – displays automatically calculated total funds distributed to all employee groups (permanent employees, contractual employees, and others).
Comments	Provide any additional remarks related to the program tashkeel in English and Dari.

4. Click the **Save** button at the top of the screen to save the information input and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.



Save Save and Close Cancel Contact Us

TASHKEEL : 171-NATIONAL SECURITY COUNCIL

Tashkeel

Profession	Baseline		New Request		Total
	Male	Female	Male	Female	
Permanent Employees 177					
Civil Servant	177	0	0	0	177
Officer	0	0	0	0	0
PRR	0	0	0	0	0
Pay & Grade	0	0	0	0	0
Contractual Employees 0					
Development Budget Funded	0	0	0	0	0
Operating Budget Funded	0	0	0	0	0
Others 0					
Teachers	0	0	0	0	0
Parliamentarian	0	0	0	0	0
Contractual Employee	0	0	0	0	0
Non-Commissioned Officer	0	0	0	0	0
Soldier	0	0	0	0	0
Armed Forces	0	0	0	0	0
GRAND TOTAL 177					

Comments

ENG DAR

Figure 50: Providing Program Tashkeel Details

Editing Program Tashkeel Details

To edit program tashkeel details, follow the steps below:

1. Click the title of the program tashkeel the details of which you want to edit. You will be directed to the *Program Tashkeel* sub-section.
2. Make the required changes in the data displayed.
3. Click the **Save** button at the top of the screen to save the modifications made and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.



Managing Sub-program Narratives

This chapter outlines how to add and edit sub-program narrative details.

Adding Sub-Program Narrative Details

To provide sub-program narrative details, follow the steps below:

1. Locate the ministry/program for which you want to provide sub-program narrative details. For more information, see [Searching for Narratives/Tashkeels](#).
2. Click a sub-program narrative title. The *Sub-program Narrative* form will appear (Figure 51).
3. Provide the following information:

Field Name	Description
Comments	Provide additional remarks related to the sub-program narrative in English and Dari.
Key Outputs	Provide information about the sub-program key outputs. For details on how to provide the information requested, see Managing Key Outcomes/Outputs .

Save | Save and Close | Cancel | Contact Us

NARRATIVE : 1011-POLICIES AND PROGRAM MANAGEMENT

Comments i

ENG | DAR

Key Outputs i

	Outcome Description	Indicator Description	1392		1393		1394	
			Planned	Actual	Planned	Actual	Planned	Actual
☒	President aware of public living situation.	Number of national policies for public awareness	264	0	264	0	264	0

Add Output

Figure 51: Providing Sub-program Narrative Details



4. Click the **Save** button at the top of the screen to save the information input and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.

Editing Sub-Program Narrative Details

To edit sub-program narrative details, follow the steps below:

1. Click the title of the sub-program narrative the details of which you want to edit. You will be directed to the *Sub-program Narrative* sub-section.
2. Make the required changes in the data displayed.
3. Click the **Save** button at the top of the screen to save the modifications made and to remain on the screen, or the **Save and Close** button to save the changes and return to the *Narrative/Tashkeel* section. Clicking the **Cancel** button will discard the changes and close the active window.

Sorting Narratives/Tashkeels

The narratives and tashkeels displayed in the *Narrative/Tashkeel* section of the *My Portfolio* module can be sorted in ascending or descending alphabetical order according to the narrative/tashkeel title.

To sort the narratives/tashkeels according to their title, follow the steps below:

1. Go to the **My Portfolio** module.
2. Navigate to the **Narrative/Tashkeel** tab.
3. Search for the corresponding ministry or program. For details, see [Searching for Narratives/Tashkeels](#).
4. Click the arrow icon in the header of the **Ministry Narratives**, **Program Narratives**, **Program Tashkeels**, or **Sub-program Narratives** column (Figure 52).
5. Click the arrow icon once again to sort the narratives/tashkeels in reverse order.

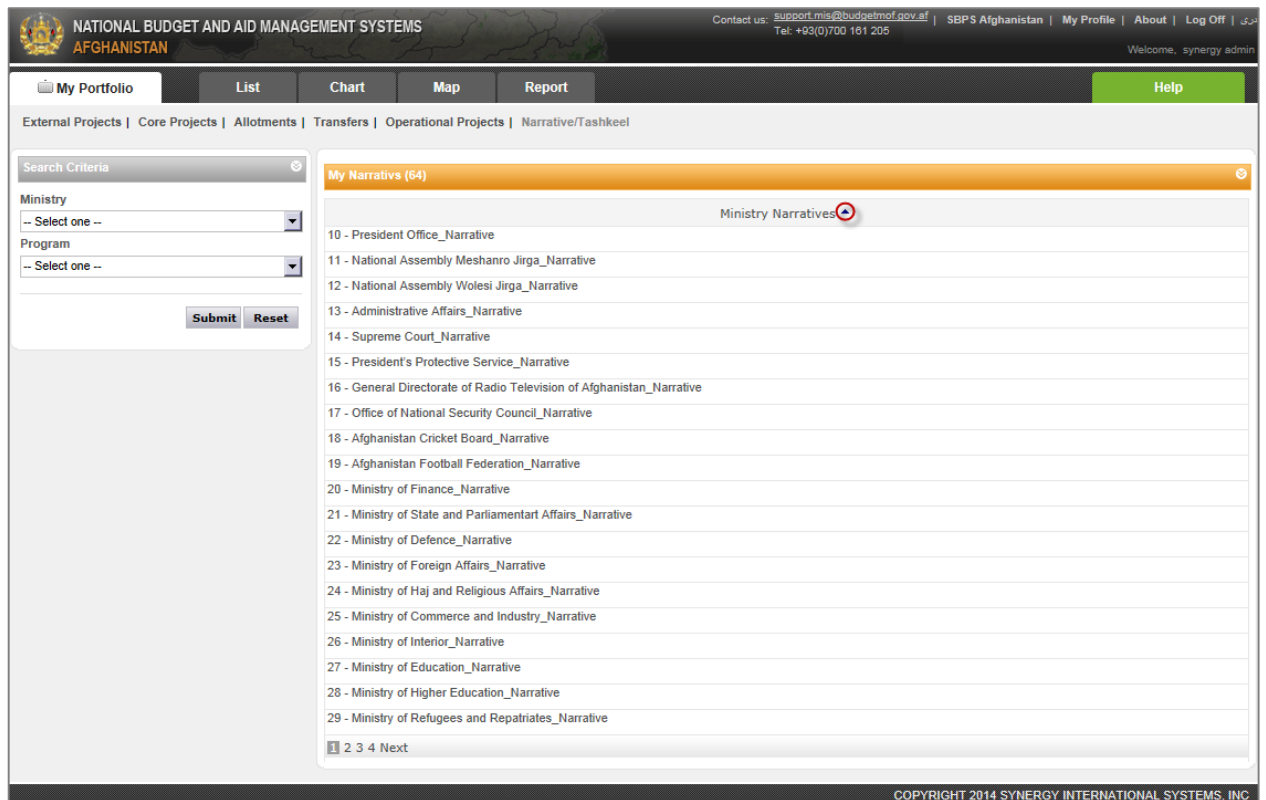


Figure 52: Sorting Narratives/Tashkeels in My Portfolio Module

Searching for Narratives/Tashkeels

Because the list of narrative/tashkeel displayed in the *Narrative/Tashkeel* section of the *My Portfolio* module can be long and hard to browse in, you are offered to use a search feature to filter the list of narratives/tashkeels according to some criteria (Figure 53).

The following search criteria are available:

- **Ministry** – filters by the ministry that is in charge of the narrative/tashkeel.
- **Program** – filters by the program that the narrative/tashkeel is part of.

Once one or more criteria are selected, press the **Submit** button to get the filtered list of narratives/tashkeels. If you want to remove filtering, press the **Reset** button in the *Search Criteria* section of the screen to clear the defined criteria and to get the entire list of narratives.



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My Portfolio | **List** | **Chart** | **Map** | **Report** | **Help**

[External Projects](#) | [Core Projects](#) | [Allotments](#) | [Transfers](#) | [Operational Projects](#) | [Narrative/Tashkeel](#)

Search Criteria

Ministry
-- Select one --

Program
-- Select one --

Submit **Reset**

My Narratives (64)

Ministry Narratives ▲

10 - President Office_Narrative
11 - National Assembly Meshanro Jirga_Narrative
12 - National Assembly Wolesi Jirga_Narrative
13 - Administrative Affairs_Narrative
14 - Supreme Court_Narrative
15 - President's Protective Service_Narrative
16 - General Directorate of Radio Television of Afghanistan_Narrative
17 - Office of National Security Council_Narrative
18 - Afghanistan Cricket Board_Narrative
19 - Afghanistan Football Federation_Narrative
20 - Ministry of Finance_Narrative
21 - Ministry of State and Parliament Affairs_Narrative
22 - Ministry of Defence_Narrative
23 - Ministry of Foreign Affairs_Narrative
24 - Ministry of Haj and Religious Affairs_Narrative
25 - Ministry of Commerce and Industry_Narrative
26 - Ministry of Interior_Narrative
27 - Ministry of Education_Narrative
28 - Ministry of Higher Education_Narrative
29 - Ministry of Refugees and Repatriates_Narrative

1 2 3 4 Next

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Figure 53: Searching for a Narrative/Tashkeel



LIST MODULE

In the *List* module (Figure 54) of the *DAD Afghanistan* application, you can create and execute ad-hoc queries on project data and acquire results in the form of a list.

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- Narrative
- Budget Versions
- Financial Plan
- Integrated Reporting Application

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Advanced Search

FILTERS

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Filter by:

- [Funding Source](#)
- [Funding Agency](#)
- [1st Level Implementing Agency](#)
- [Sub Pillar](#)
- [Sector](#)
- [Province](#)
- [Project Status](#)
- [DAD Reference Number](#)
- [Expenditure Category](#)
- [Last Modified On \(Month/Year\)](#)
- [More Filters...](#)

PUBLIC VIEWS

MY VIEWS

List

Show Images | Save As

Modify Current View

Gov.Resp.Agency / Project	Title	Committed (USD)	Disbursed (USD)
+ Unfunded		500,000	0
+ Administrative Affairs		83,160,485	67,482,027
+ Afghanistan Academy of Sciences		5,652,532	11,331
+ Afghanistan Cricket Board		1,500,000	0
+ Afghanistan Football Federation		1,000,000	0
+ Afghanistan High Atomic Energy Commission		78,092	0
+ Afghanistan Independent Human Rights Commission		2,775,244	0
+ Afghanistan Independent Land Authority		3,257,369	0
+ Afghanistan Investment Support Agency		16,423,731	0
+ Afghanistan National Disaster Management Authority		82,035,994	78,639,287
+ Afghanistan National Standard Authority		10,335,970	0
+ Anti-Corruption Commission		0	0
+ Attorney General		20,681,134	412,583
+ Central Statistics Office		12,191,135	0
+ Civil Aviation Authority		142,556,753	0
+ Control and Audit Office		37,924,851	1,800,000
+ Da Afghanistan Bank		0	0
+ Da Afghanistan Brishna Shirkat		244,797,754	0
+ Directorate of Environment		5,974,495	0
+ Election Commission		37,322,148	36,000,000
+ General Directorate of Kuchies		3,336,141	19,910
+ General Directorate of National Security		14,527,902	0
+ General Directorate of Radio Television of Afghanistan		8,726,008	0
+ Geodesy and Cartography Office		7,416,781	617,911
+ Independent Administrative Reform and Civil Service Commission		115,978,844	2,146,988
+ Independent board of new kabul		16,399,005	0
+ Independent Commission for Overseeing the Implementation of Constitution			
+ Independent Directorate of Local Governance		143,081,288	1,285,843

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Figure 54: List Module

Accessing the List Module

A list consists of at least one group and one column, but the actual quantity of groups and columns is defined by the user's choice of view. Please see [Modifying the Current View](#) for more details on how to define groups / columns of a list.



In order to access the *List* module, click the **List** tab. You will be navigated to the *List* module. In this module, you can view data organized according to the selected groupings and columns, modify the currently used list, save it as a pre-defined report, include it under a definite group, etc.

Expanding the List Item

It is possible to expand the list item level to view the information of the sub-level(s). In order to expand the list item level, click the '+' sign next to the name of the list item. This will expand the list item group level displaying the first sub-level (Figure 55). This can further be expanded unless there are no more sub-levels to be displayed.

Note: You can expand only one group level at a time. If you expand the group level of another list item, the previously expanded group level will get collapsed.

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- Funding Agency
- 1st Level Implementing Agency
- Sub Pillar
- Sector
- Province
- Project Status
- DAD Reference Number
- Expenditure Category
- Last Modified On (Month/Year)
- More Filters...

PUBLIC VIEWS

MY VIEWS

List

Show Images | Save As | درد

Modify Current View

Gov.Resp.Agency / Project Type / Project Status	Title	Committed (USD)	Disbursed (USD)
+ Unfunded		500,000	0
- Administrative Affairs		83,160,485	67,482,027
+ Unspecified		11,404,334,312	1,237,842,968
+ Community Development		310,414,279	4,131,000
+ Construction		1,655,940,825	13,027,495
+ Goods And Equipments		632,209,511	1,188,581
+ Services		806,791,133	3,323,306
+ Technical Assistance		214,797,547	193,073
+ Afghanistan Academy of Sciences		5,652,532	11,331
+ Afghanistan Cricket Board		1,500,000	0
+ Afghanistan Football Federation		1,000,000	0
+ Afghanistan High Atomic Energy Commission		78,092	0
+ Afghanistan Independent Human Rights Commission		2,775,244	0
+ Afghanistan Independent Land Authority		3,257,369	0
+ Afghanistan Investment Support Agency		16,423,731	0
+ Afghanistan National Disaster Management Authority		82,035,994	78,639,287
+ Afghanistan National Standard Authority		10,335,970	0
+ Anti-Corruption Commission		0	0
+ Attorney General		20,681,134	412,583
+ Central Statistics Office		12,191,135	0
+ Civil Aviation Authority		142,556,753	0
+ Control and Audit Office		37,924,851	1,800,000
+ Da Afghanistan Bank		0	0
+ Da Afghanistan Brishna Shirkat		244,797,754	0
+ Directorate of Environment		5,974,495	0
+ Election Commission		37,322,148	36,000,000
+ General Directorate of Kuchies		3,336,141	19,910
+ General Directorate of National Security		14,527,902	0

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Figure 55: Expanding the List Item Level



Sorting List Items

You can sort the list view by column by clicking on the name of the column. This will sort the list alphabetically or numerically depending on the type of data entered into that column. The upward- or downward-pointing arrow that appears on the column can reverse the order of the list.

Browsing among List Items

You can browse among the list items by clicking on the number link of the page to navigate to. The **Previous** and **Next** buttons can be used to move to the required page.

Hiding / Showing Images in the List

In order to make the list load quicker, you can choose to hide the images which are displayed in the list. These images can be donor flags, sector icons, etc.

To hide the images in the list, click the  **Hide Images** button located at the top of the screen (Figure 56). All the images in the screen will not display.

Note: Clicking the  **Show Images** button will show the images.



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Project Status
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Expenditure Category
Last Modified On (Month/Year)
More Filters...

PUBLIC VIEWS
MY VIEWS

List

Show Images

Modify Current View

Gov.Resp.Agency / Project	Title	Committed (USD)	Disbursed (USD)
+ Unfunded		500,000	0
+ Administrative Affairs		83,160,485	67,482,027
+ Afghanistan Academy of Sciences		5,652,532	11,331
+ Afghanistan Cricket Board		1,500,000	0
+ Afghanistan Football Federation		1,000,000	0
+ Afghanistan High Atomic Energy Commission		78,092	0
+ Afghanistan Independent Human Rights Commission		2,775,244	0
+ Afghanistan Independent Land Authority		3,257,369	0
+ Afghanistan Investment Support Agency		16,423,731	0
+ Afghanistan National Disaster Management Authority		82,035,994	78,639,287
+ Afghanistan National Standard Authority		10,335,970	0
+ Anti-Corruption Commission		0	0
+ Attorney General		20,681,134	412,583
+ Central Statistics Office		12,191,135	0
+ Civil Aviation Authority		142,556,753	0
+ Control and Audit Office		37,924,851	1,800,000
+ Da Afghanistan Bank		0	0
+ Da Afghanistan Brishna Shirkat		244,797,754	0
+ Directorate of Environment		5,974,495	0
+ Election Commission		37,322,148	36,000,000
+ General Directorate of Kuchies		3,336,141	19,910
+ General Directorate of National Security		14,527,902	0
+ General Directorate of Radio Television of Afghanistan		8,726,008	0
+ Geodesy and Cartography Office		7,416,781	617,911
+ Independent Administrative Reform and Civil Service Commission		115,978,844	2,146,988
+ Independent board of new kabul		16,399,005	0
+ Independent Commission for Overseeing the Implementation of Constitution			
+ Independent Directorate of Local Governance		143,081,288	1,285,843

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Figure 56: Hiding Images in the List

Modifying the Current View

It is possible to modify the list that is currently displayed in the *List* module. You can add new groupings to it or remove the selected ones, (un-) select columns, re-order them, etc.

The steps described below provide for the necessary instructions for modifying the current view.

1. Click the **Modify Current View** link at the top right corner of the *List* screen. A *Modify Current View* window (Figure 57) will appear presenting the administrator with the groupings/columns selected and available for the list view.
2. In the *Groupings* section, add / re-order / remove groups.
3. In the *Columns* section, add / re-order / remove columns.
4. In the *Cross Tab Groupings* section, define add / re-order / remove column groupings for the view.



5. Set the view as default, if necessary. Please, note that the view can appear as default for a current user or for unregistered public users.
6. After finishing making changes in the view, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.

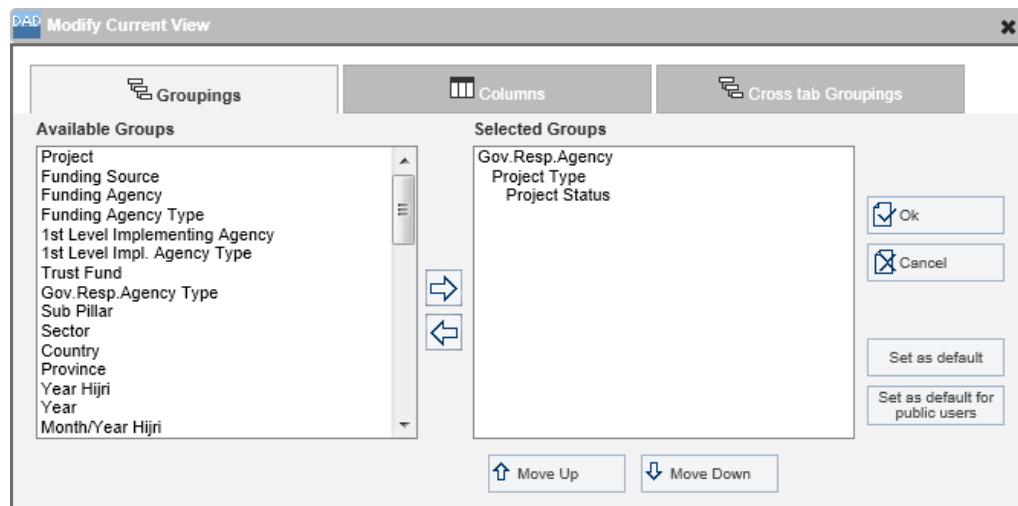


Figure 57: Modifying the Current View

Adding List Groups / Columns / Column Groupings

In order to add a group / column / column grouping to the list, follow the steps below:

1. In the *Available Groups / Columns* panel, select the group / column / column grouping to be added to the list.
Note: It is possible to select several groups / columns by means of the **Shift** or **Ctrl** keyboard buttons.
2. Click the  (**Select**) button. The selected group(s) / column(s) will appear in the *Selected Groups / Columns* panel.

Re-ordering Groups / Columns / Column Groupings

In order to re-order the selected groups / columns / column groupings, follow the steps below:

1. Select the group / column / column grouping that needs to be re-ordered in the *Selected Groups / Columns* panel.
2. Click the **Move Up / Move Down** button.



Removing Groups / Columns / Column Groupings

In order to remove the selected groups / columns / column groupings from the list, follow the steps below:

1. In the *Selected Groups / Columns* panel, select the group / column / column grouping that needs to be removed from the list.
2. Click the  (**Unselect**) button. The selected group(s) / column(s) / column grouping(s) will be removed from the *Selected Groups / Columns* panel.

Setting a View as Default

After making changes in the view currently displayed in the *List* module, you can set the newly created view as default. This means that the new view will be displayed when the user accesses the *List* module.

In order to set a view as default, follow the steps below:

1. Make the necessary changes in the current view as described in the sections above.
2. After finishing, click the **Set as Default** button in the *Modify Current View* window. Please note that the view will be set as default only for the current user.

Note: Clicking the **Set as Default for Public Users** button will display the view to those who access the application as unregistered public user.

Sample Views

In the following chapters, you can see several samples on list reports.



Sample View 1

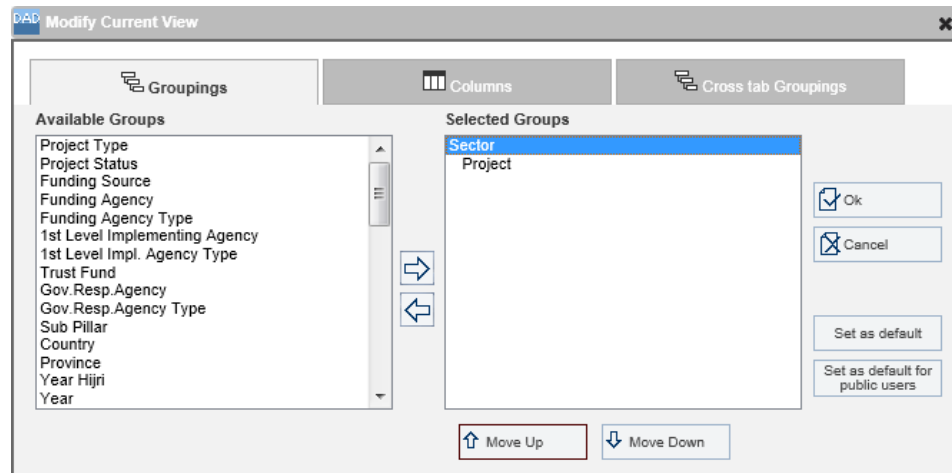


Figure 58: Defining List View Groupings for Sample View 1

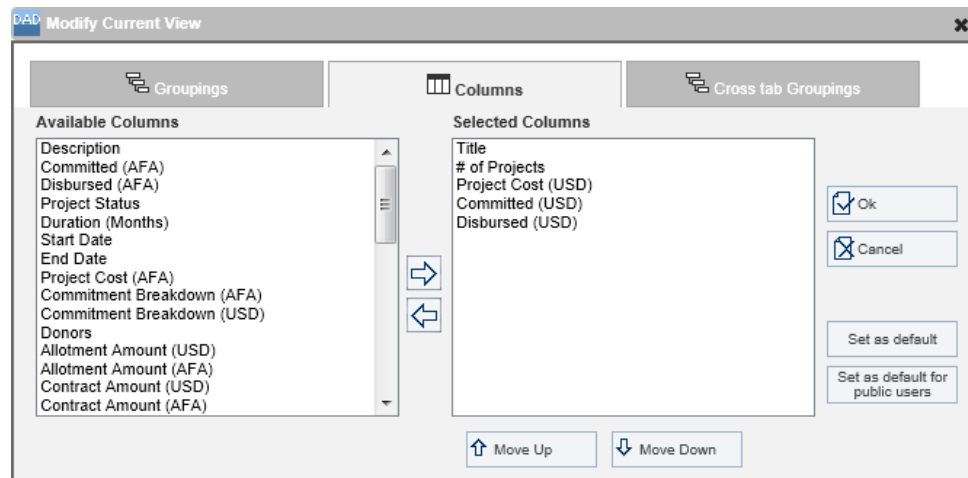


Figure 59: Defining List View Columns for Sample View 1

You will get the following result (Figure 60) if you have selected the **Sector / Project** hierarchy as a grouping (Figure 58) and **Title / # of Projects / Project Cost (USD) / Committed (USD) / Disbursed (USD)** as columns (Figure 59).



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SEARCH

Advanced Search

FILTERS

Remove Filters
View Criteria

Filter by:

- Funding Source
- Funding Agency
- 1st Level Implementing Agency
- Sub Pillar
- Sector
- Province
- Project Status
- DAD Reference Number
- Expenditure Category
- Last Modified On (Month/Year)
- More Filters...

PUBLIC VIEWS

MY VIEWS

List

Show Images | Save As

Modify Current View

Sector / Project	Title	# of Projects	Project Cost (USD)	Committed (USD)	Disbursed (USD)
+ 1.1.1 - Security		188	4,425,265,209	1,292,966,911	365,087,775
+ 2.1.1 - Governance & Public Administration Reform & Human Rights		270	1,131,453,481	409,534,047	133,360,394
+ 2.1.2 - Justice & Rule of Law		36	440,079,492	70,946,410	1,285,843
+ 2.1.3 - Religious Affairs		187	177,344,959	147,865,826	25,995,025
+ 3.1.1 - Energy		267	4,630,661,900	1,093,082,753	27,682,981
+ 3.1.2 - Transport		280	6,339,773,692	2,523,332,036	11,920,444
+ 3.1.3 - Urban Development		226	2,873,856,348	612,159,724	98,951,722
- 3.1.4 - Mining		75	534,873,000	184,239,093	3,126,224
AFG/000003	Strengthening Aid and Development Coordination for Afghanistan			0	0
AFG/000004	Construction of Chelgazi Primary School			0	0
AFG/000006	Road Rehabilitation			0	0
AFG/000007	Spring cleaning and canal rehabilitation			0	0
AFG/000008	Save The Children United Kingdom Nutrition project			0	0
AFG/000009	Rehabilitation and Reintegration Program in Afghanistan			0	0
AFG/000010	Protection and Reintegration of Displaced, War-Affected Children and Families			0	0
AFG/000011	Agricultural Collage, Lashkargah, Helmand.			0	0
AFG/000012	Provision of Health Care Services for Afghan Refugees			0	0
AFG/000013	Education Needs in Malistan			0	0
AFG/000014	Educational Respond in Hazarajat			0	0
AFG/000015	School Rehabilitation in Jaghori			0	0
AFG/000016	Basic Education for Afghan refugee children and Pakistani children in local host communities in Pakistan			0	0
AFG/000017	Education facilities rehabilitation and construction			0	0
AFG/000018	Emergency education facilities rehabilitation and construction			0	0
AFG/000019	Management and implementation of Return and Reintegration Projects			0	0
AFG/000021	Health Care Support Project (HCSP).			0	0

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Figure 60: Sample View 1

Sample View 2

DAD Modify Current View

Groupings Columns Cross tab Groupings

Available Groups

- Project Type
- Project Status
- Funding Source
- Funding Agency
- Funding Agency Type
- 1st Level Implementing Agency
- 1st Level Impl. Agency Type
- Trust Fund
- Gov. Resp. Agency
- Gov. Resp. Agency Type
- Sub Pillar
- Sector
- Country
- Year Hijri
- Year

Selected Groups

- Province
- Project

Ok Cancel

Set as default

Set as default for public users

Move Up Move Down

Figure 61: Defining List View Groupings for Sample View 2



Modify Current View

Groupings **Columns** **Cross tab Groupings**

Available Columns

- Description
- Committed (AFA)
- Disbursed (AFA)
- Project Status
- Duration (Months)
- Start Date
- End Date
- Project Cost (AFA)
- Commitment Breakdown (AFA)
- Commitment Breakdown (USD)
- Donors
- Allotment Amount (USD)
- Allotment Amount (AFA)
- Contract Amount (USD)
- Contract Amount (AFA)

Selected Columns

- Title
- # of Projects
- Project Cost (USD)
- Committed (USD)
- Disbursed (USD)

☐ Ok

☒ Cancel

Set as default

Set as default for public users

Move Up Move Down

Figure 62: Defining List View Columns for Sample View 2

You will get the following result (Figure 63) if you have selected **Province / Project** hierarchy as a grouping (Figure 61) and **Title / # of Projects / Project Cost (USD) / Committed (USD) / Disbursed (USD)** as columns (Figure 62).

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Welcome, synergy admin

My Portfolio **List** **Chart** **Map** **Report** **Help**

APPLICATIONS

- Core Project
- External Project
- Grant/Loan Profile
- Donor Profile
- Contract & Allotment
- Contingency Fund and Reserved Code
- Current Budget
- Revenue
- Tashkeel
- Narrative
- Budget Versions
- Financial Plan
- Integrated Reporting Application

SEARCH

Advanced Search

FILTERS

Remove Filters

View Criteria

Filter by:

- Funding Source
- Funding Agency
- 1st Level Implementing Agency
- Sub Pillar
- Sector
- Province
- Project Status
- DAD Reference Number
- Expenditure Category
- Last Modified On (Month/Year)
- More Filters...

PUBLIC VIEWS

MY VIEWS

List

Show Images Save As

Modify Current View

Province / Project	Title	# of Projects	Project Cost (USD)	Committed (USD)	Disbursed (USD)
+ 00 Country-Wide		2,974	14,683,109,920	3,883,775,918	1,065,465,795
+ 01 KABUL		694	6,277,687,130	2,050,878,034	56,224,606
+ 02 KAPISA		125	546,764,838	185,127,223	13,810,464
+ 03 PARWAN		132	398,693,409	207,661,694	1,260,535
+ 04 WARDAK		106	283,194,465	198,008,048	1,440,023
+ 05 LOGAR		128	319,982,122	141,847,980	273,471
+ 06 NANGARHAR		215	793,582,999	358,591,442	2,298,187
+ 07 LAGHMAN		128	216,882,393	134,014,777	2,158,135
+ 08 PANJSHER		97	154,766,442	118,645,770	85,570
+ 09 BAGHLAN		148	574,496,327	290,586,868	4,616,768
+ 10 BAMYAN		150	531,065,481	330,633,064	5,509,712
+ 11 GHAZNI		129	361,725,680	190,560,275	593,606
+ 12 PAKTIKA		125	231,044,151	117,504,531	359,960
+ 13 PAKTYA		135	371,334,945	172,674,416	855,915
+ 14 KHOST		131	297,635,257	155,922,944	433,755
+ 15 KUNAR		121	203,635,987	134,664,376	868,325
+ 16 NURISTAN		108	182,155,022	105,968,022	453,453
- 17 BADAKHSHAN		153	742,325,355	259,726,462	1,175,029
AFG/000003	Strengthening Aid and Development Coordination for Afghanistan			0	0
AFG/000004	Construction of Chelgazi Primary School			0	0
AFG/000006	Road Rehabilitation			0	0
AFG/000007	Spring cleaning and canal rehabilitation			0	0
AFG/000008	Save The Children United Kingdom Nutrition project			0	0
AFG/000009	Rehabilitation and Reintegration Program in Afghanistan			0	0
AFG/000010	Protection and Reintegration of Displaced, War-Affected Children and Families			0	0

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Figure 63: Sample View 2



CHART MODULE

The *DAD Afghanistan* application is equipped with a powerful chart designer that empowers you with all necessary tools to create charts for professionally looking presentations and reports. A user-friendly interface, great number of visual effects and pre-defined chart types, flexible chart components selection, and on-screen real-time chart visualization make using the chart designer an easy and delightful experience.

Key Features

You can make use of the following key features of the *Chart* tool in *DAD Afghanistan*:

- ✓ Rich user interface that supports movable windows for arranging the screen as desired.
- ✓ The ability to resize the charts directly in the workspace.
- ✓ The ability to show or hide the data labels and legends.
- ✓ The ability to customize the coloring, or choose pattern-filled charts for black and white printing.

Accessing the Chart Module

As it has been stated above, the system provides for the opportunity to present data in the form of different charts. In order to access the *Chart* module of the system, click the **Chart** tab. The *Chart* module appears where a pre-defined chart is displayed.



Main Screen and Its Components

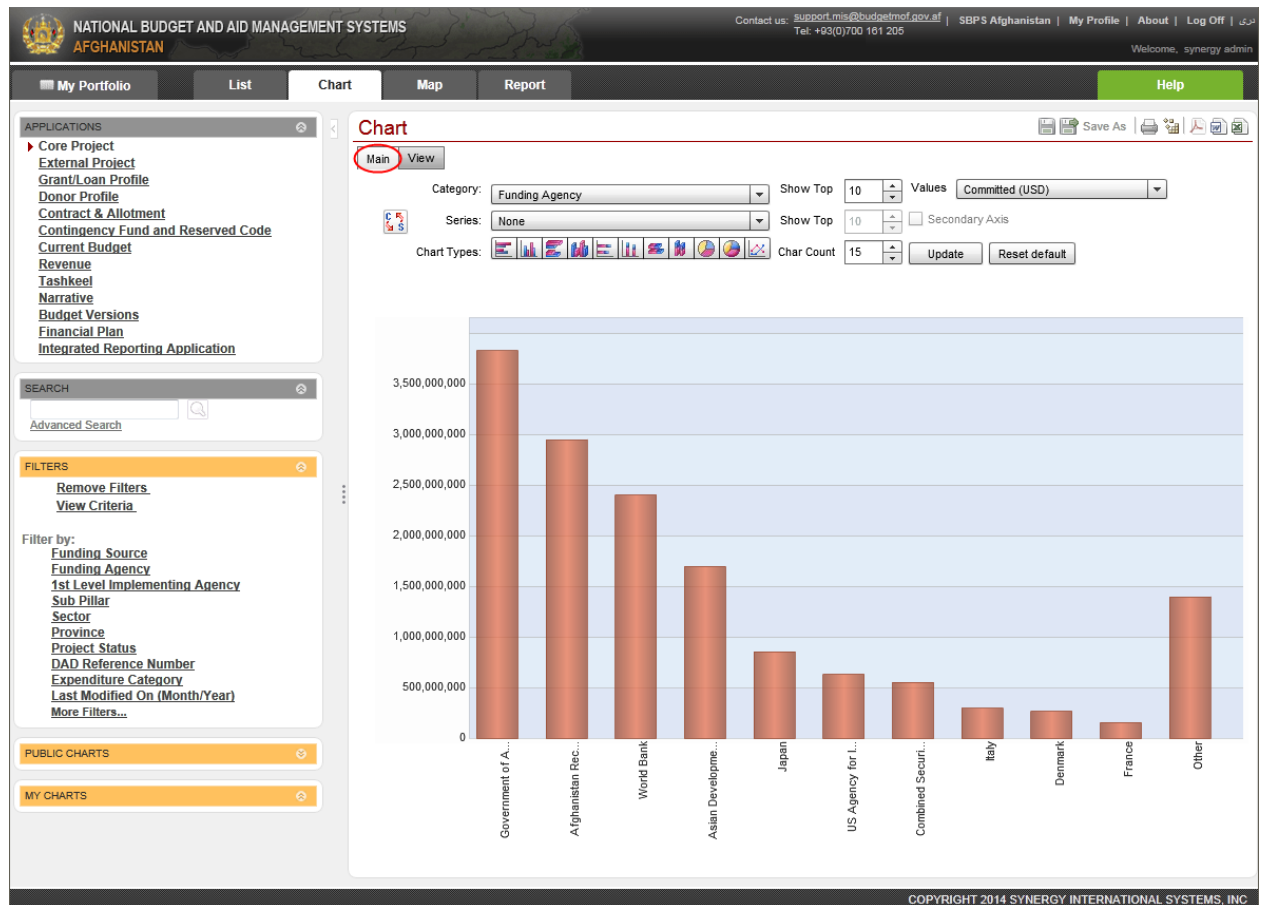
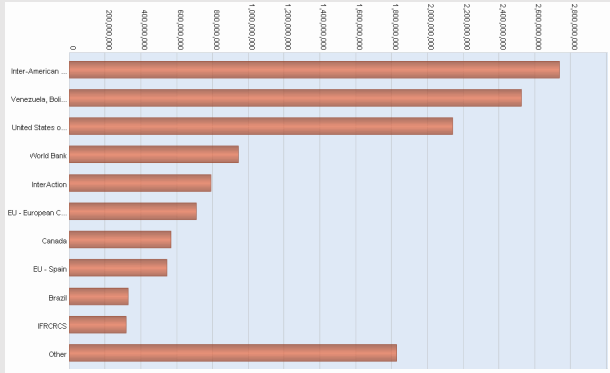
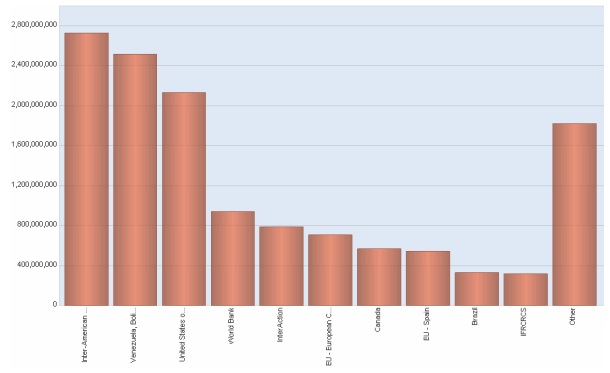


Figure 64: Main Screen of the Chart Module

1. **Category** - allows selecting one of the options provided in the **Category** drop-down menu located at the top of the *Chart* window. The selected category will define one of the chart axes. Selection of a category for the chart report is required.
2. **Series** - allows selecting one of the options provided in the **Series** drop-down menu located at the top of the *Chart* window. The selected series will define the chart legend. Selection of a series for the chart report is optional.
Note: Clicking the  (**Swap**) button allows switching places of category and series selections.
3. **Chart Types** - allows defining the chart type. The following options are available:
4. **Show Top <Number>** - indicates the maximal number of category items to be displayed in the chart.

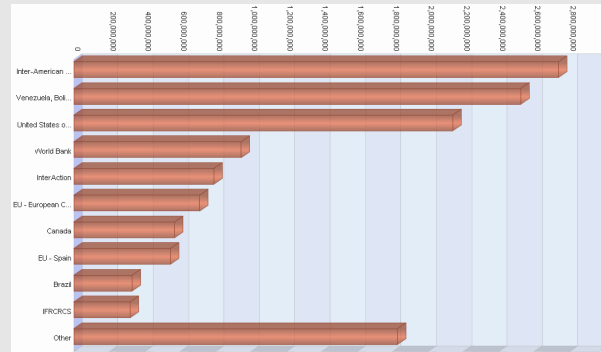


5. **Show Top <Number> on Secondary Axis** - indicates the maximal number of series items that should be displayed on the secondary axis in the chart. Becomes available only if a Series is selected. This option is disabled if you have selected the pie or line chart types.
6. **Char Count** - limits the number of characters to be used to display the category item names to the value set in this field.
7. **Values** - allows selecting a value from the list that will define the main chart criteria.
8. **Update** - loads the latest data from the database and displays them on the chart.
9. **Reset Default** – loads the default chart built according to the default chart category and chart type.
10. **Workspace** - the main working area in the *Chart* module where the chart designed is displayed.

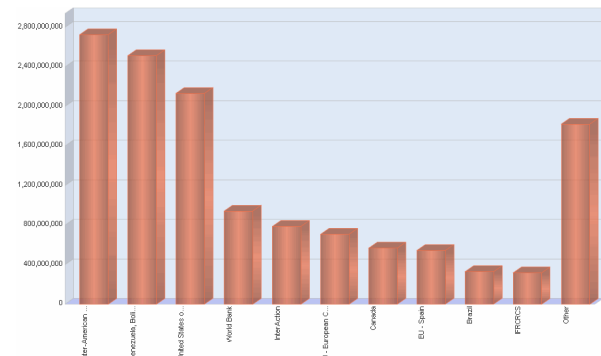
Chart Type	Example
1. Bar 	
2. Column 	



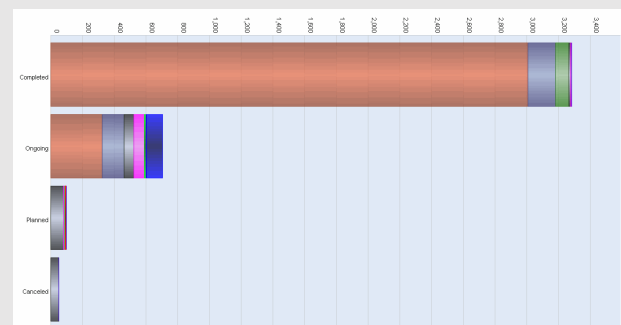
3. 3D Bar



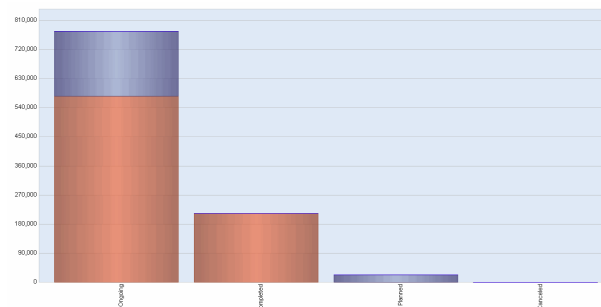
4. 3D Column



5. Stacked Bar

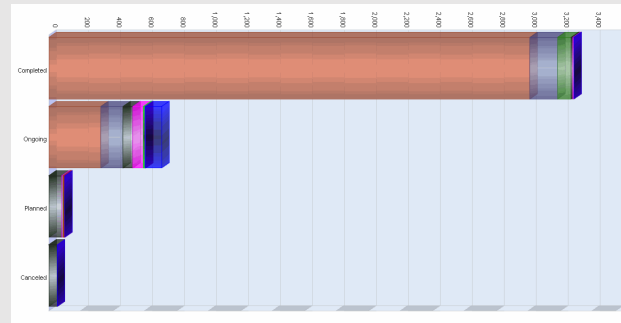


6. Stacked Column

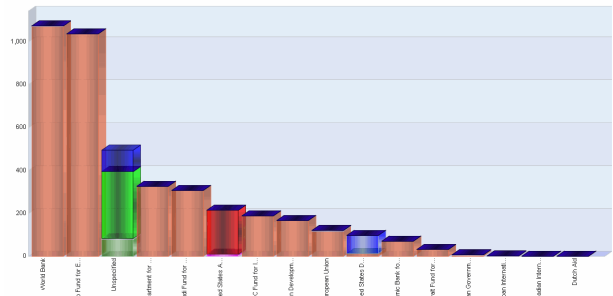




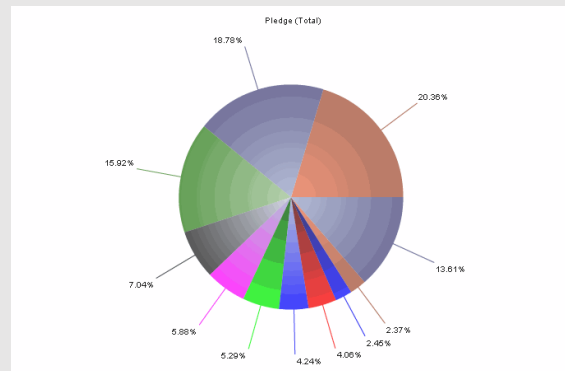
7. Stacked 3D Bar



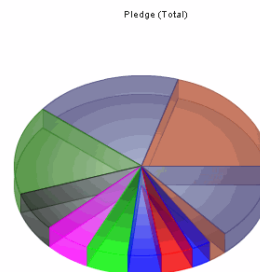
8. Stacked 3D Column



9. Pie

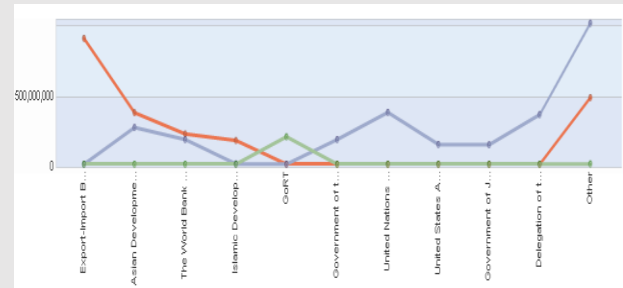


10. 3D Pie





11. Line



View Screen and Its Components

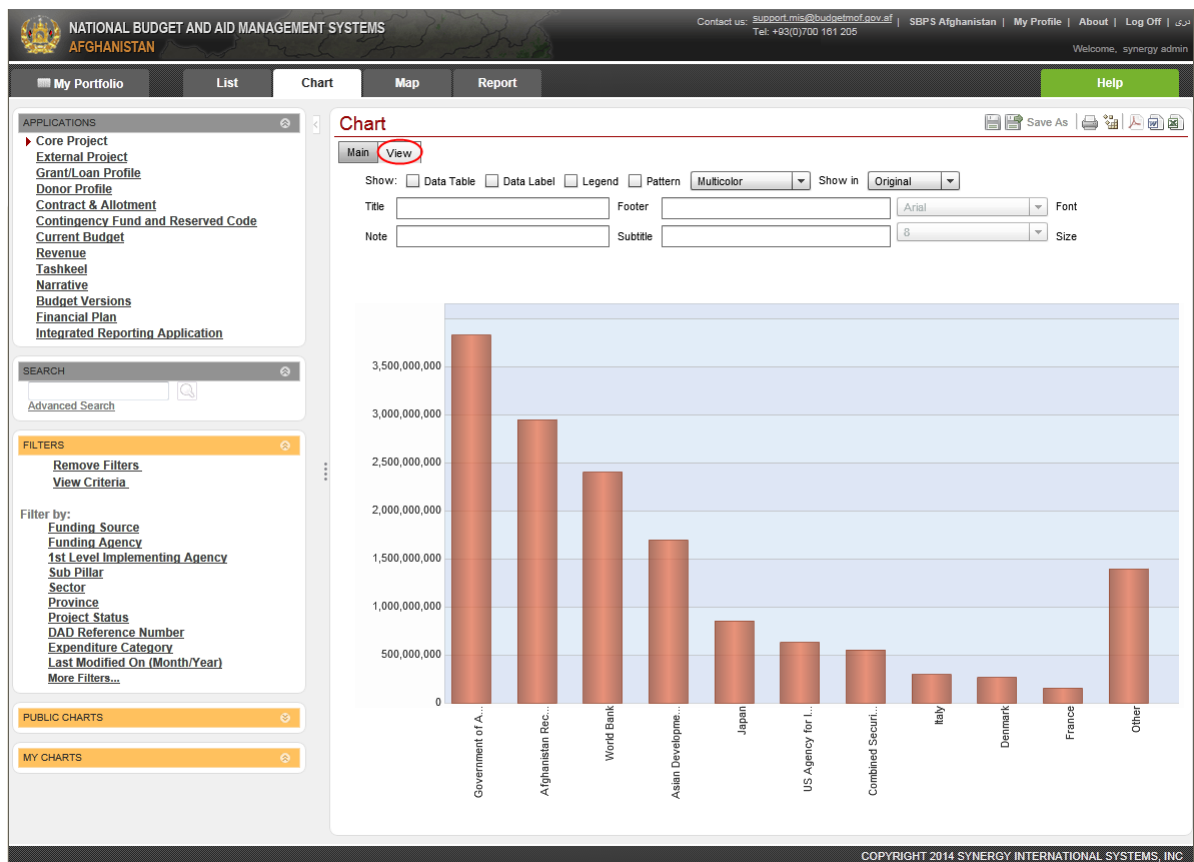


Figure 65: View Screen of the Chart Module

1. **Show** - allows selecting one or several of the following options:
 - **Data Table** - presents the information contained in the chart in a grid or matrix.
 - **Data Label** - shows the actual values of each chart cell. This option is disabled if you have selected the pie or line chart types.
 - **Legend** - explains the categories and data series displayed on the chart.
 - **Pattern** - allows choosing a pattern-filled chart for black and white printing.



- **Coloring Option** - allows defining whether the chart should be displayed in multiple colors or in one of the colors available.
 - **Show In** – allows defining how the numeric values will be displayed on the chart. To avoid large number occupying too much space, you can choose to view the numbers in thousands / millions / billions.
2. **Title** – a text box to enter the chart report title.
 3. **Note** - a text box to enter additional information about the chart report.
 4. **Footer** - a text box to insert a portion of text that will appear in the bottom area of the chart report.
 5. **Subtitle** - a text box to enter a subtitle for the chart report.
 6. **Font** - allows selecting the font the chart report title/subtitle/footer/note will appear in.
 7. **Size** - allows selecting the font size the chart report title/subtitle/footer/note will appear in.
 8. **Workspace** - the main working area in the *Chart* module where the chart designed is displayed.

Sample Chart Reports

In the following chapters, you can see several samples on charts.

Sample Chart Report 1

If you have selected **Sector** as a chart category, **Committed (USD) / Disbursed (USD) / Project Cost (USD)** as values to be shown on the chart, clicked the **3D Column** chart button to specify the chart type, and activated the **Data Table** option in the *View* window, the following chart report will appear (Figure 66):

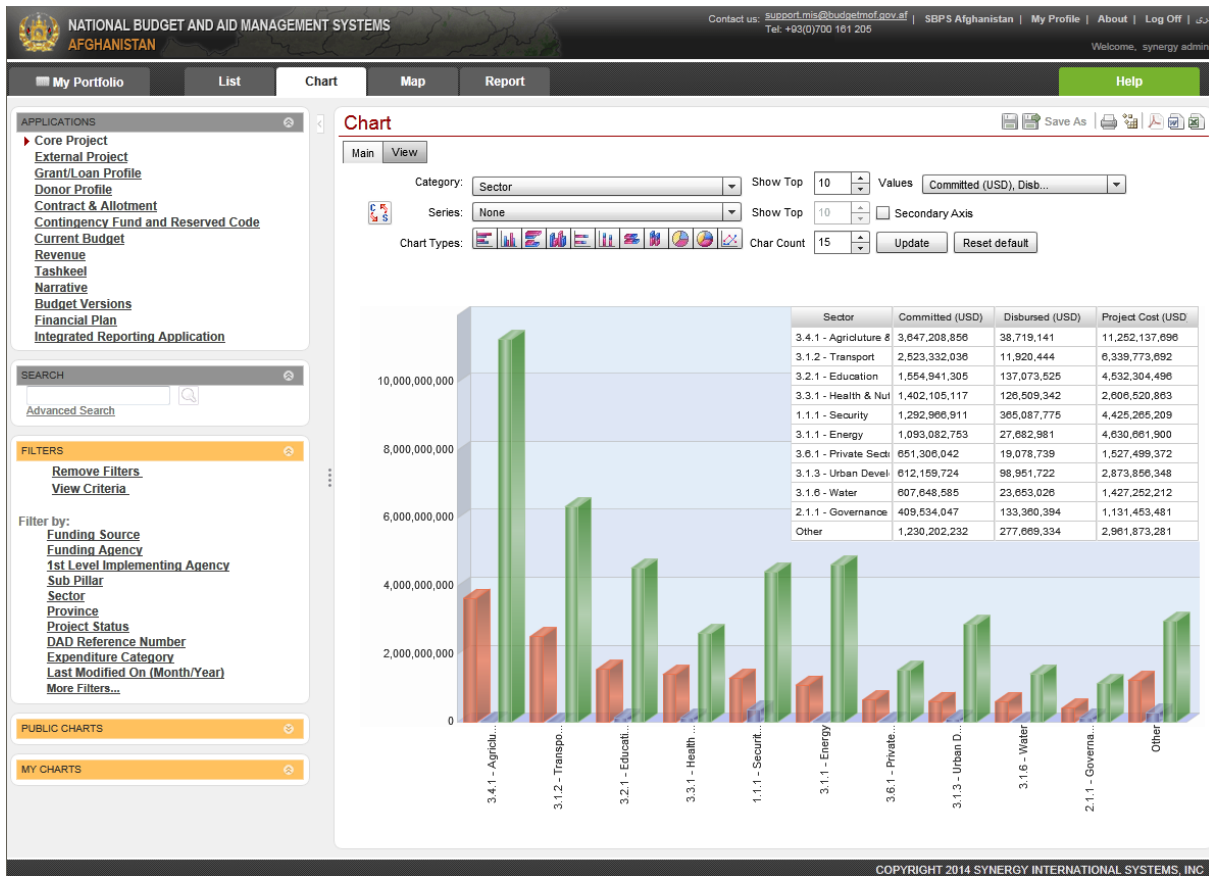


Figure 66: Sample Chart Report 1

Sample Chart Report 2

If you have selected **Government Responsible Agency** as a chart category, **Committed (USD)** and **Disbursed (USD)** as values to be shown on the chart, clicked the **3D Pie** chart button to specify the chart type, and activated the **Data Table** and **Legend** options in the *View* window, the following chart report will appear (Figure 67):

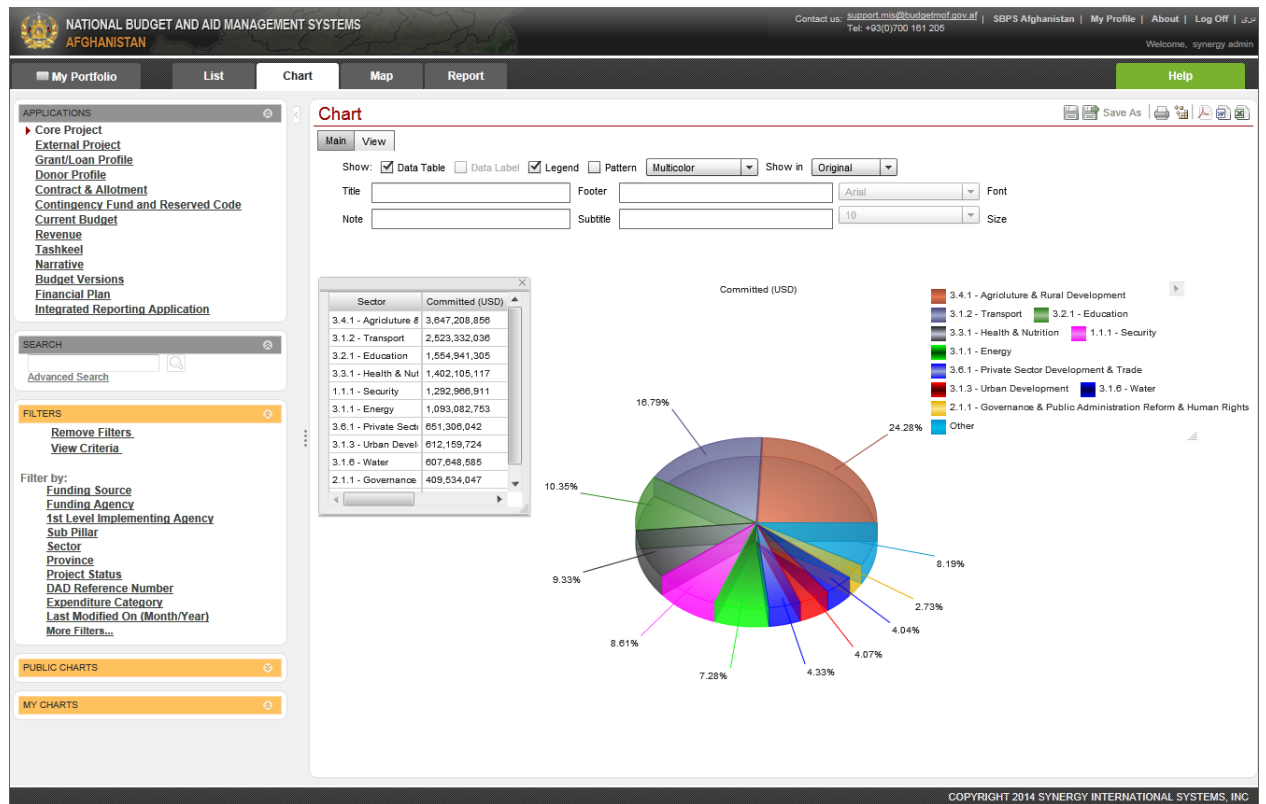


Figure 67: Sample Chart Report 2



MAP MODULE

In the *Map* module of *DAD Afghanistan*, you can make use of an advanced GIS tool for data visualization, mapping and analysis.

In this module, you can plot data directly on a map and then access that data through the map. You can also query, aggregate, disaggregate, filter, and edit data on a map, visually capture data at any desired level, from the most general to the most detailed, down to the district level.

Moreover, the GIS tool offers an impressive array of state-of-the-art, advanced GIS features, such as the ability to zoom freely; to select a point on a map and ask the system to display any category of data within a given radius (buffered zone querying).

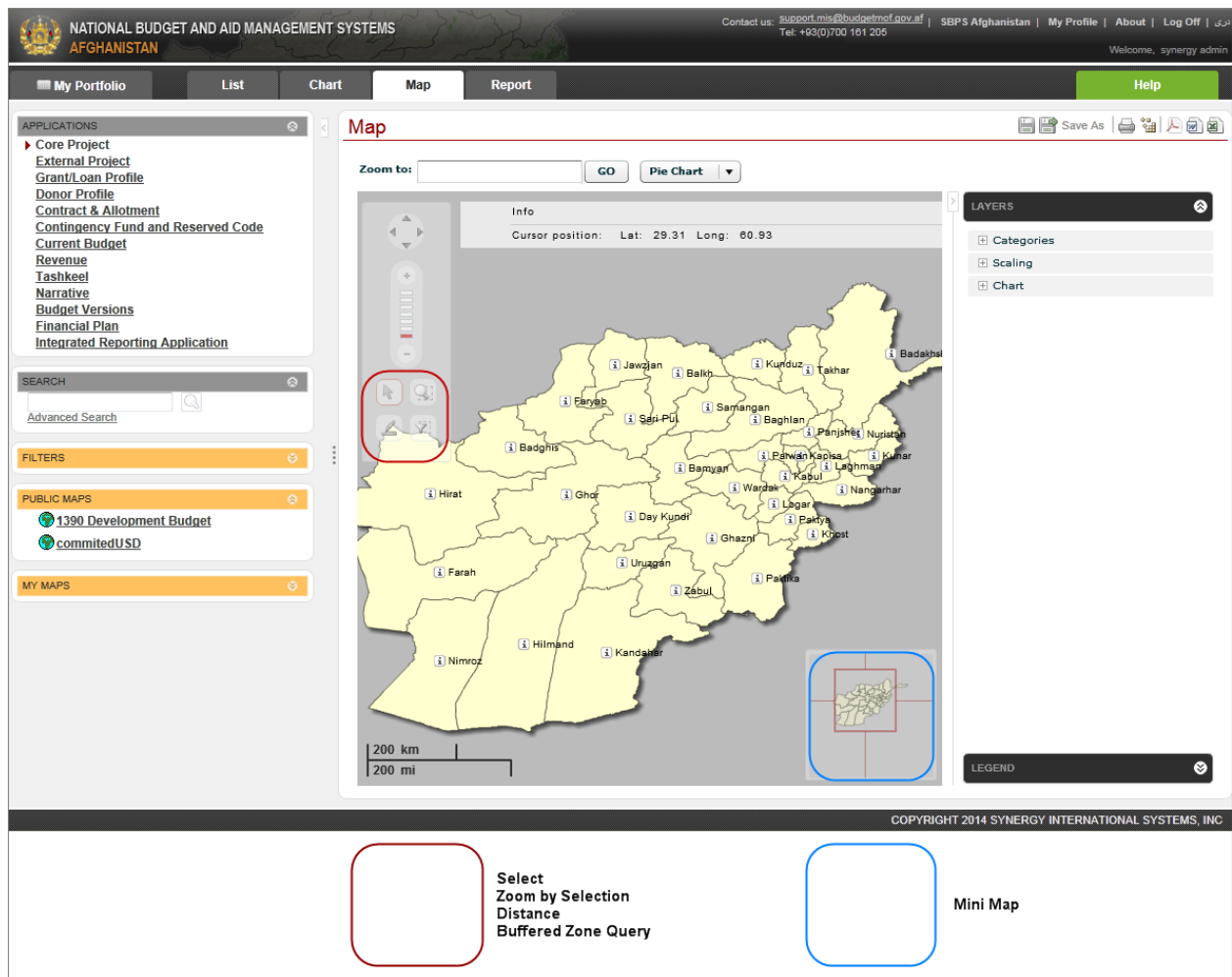


Figure 68: Map Module



Key Features of the GIS Tool

Below are the key features of the GIS tool in the *DAD Afghanistan* application:

- Vector-based platform
- Multi-layer mapping
 - Dynamic number of administrative territorial units
 - Category or Indicator data
 - Static Data (Borders, Cities, Rivers, Roads, Construction Sites, etc.)
 - Names and Labels
 - Any other type of layer
- Data visualization features
 - Plotting Category or Indicator Data as icons/images/flags
 - Plotting data based on GPS coordinates
 - Any layer which contains data associated to a precise GPS coordinate can be plotted on the map.
 - Coloring administrative territories based on dynamic scaling (e.g. level of certain pollution)
 - Plotting graphs on maps
 - Attaching photo images to GPS locations (or conditional locations)
- Reference features
 - Legend
 - Dynamic legends are displayed depending on the selection of layer(s)
 - Tooltips
 - Details of an administrative territories
 - Details on plotted categories and indicators
- Navigation features
 - Free zoom-in/zoom-out
 - Mouse wheel-based zoom-in/zoom-out
 - Scaled zoom-in/zoom-out
 - Map Panning (mouse drag and buttons)
 - Mini Map Preview



The preview displays a small window of the entire world or country and is used for quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.

- GIS specific features
 - Distance Measurement
 - Buffered Zone Querying
 - Geocoding
- Internationalization features
 - User interface multi-lingual capability
 - Map multi-lingual capability
- Export & Print
 - Export to PDF, Word, or Excel
 - Print
- Interoperability
 - Map retrieval via web services

Accessing the Map Module

The system provides for the opportunity to present data on the map of the country. In order to access the *Map* module of the system, click the **Map** tab. You will be navigated to the *Map* module where the map of the country is displayed.

In the *Map* module, you can choose to view different data sets displayed on the map, create and display reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

Map Module Screen Components

The following figure describes some of the features available in the main screen of the *Map* module (Figure 68):

1. **Zoom to panel** - allows free zooming to the desired administrative unit (region or district).



2. **Chart type selector** - allows defining whether the data should be presented in form of a pie chart or a bar chart when plotting graphs on the map.
3. **Navigation controls** - a set of tools that provide common navigation functions, such as panning and zooming.
4. **Map** - the map of the country.
5. **Scale Bar** - allows you to work out the distances on the map. The distances are expressed both in the metric and English units of measure.
6. **Mini Map** - an overview map of the entire country displayed in a small window allowing quick navigation to a desired location with one click without having to zoom out, find the new location and zoom in again.
7. **Layers Panel** - provides a variety of data to choose to display on the map.
8. **Legend Panel** - explains the categories and data series displayed on the map.
9. **Location information section** - displays the name of the administrative unit when it is pointed on the map.
10. **Cursor position section** - displays the geographic coordinates (expressed as latitude and longitude) for any point on the map.

Working in the Map Module

Zooming in / Zooming out

The GIS tool is equipped with the advanced zooming capabilities used to enlarge or reduce the view of the map on the screen. The following zooming options are available:

Free zoom in / zoom out

This option allows you to easily explore the data through Intelligent Searching. You can enter any combination of letters in the Zoom to panel and select the administrative territory (district) to



navigate to from the list containing the search results (Figure 69). The selected item will be magnified and displayed in the main screen.

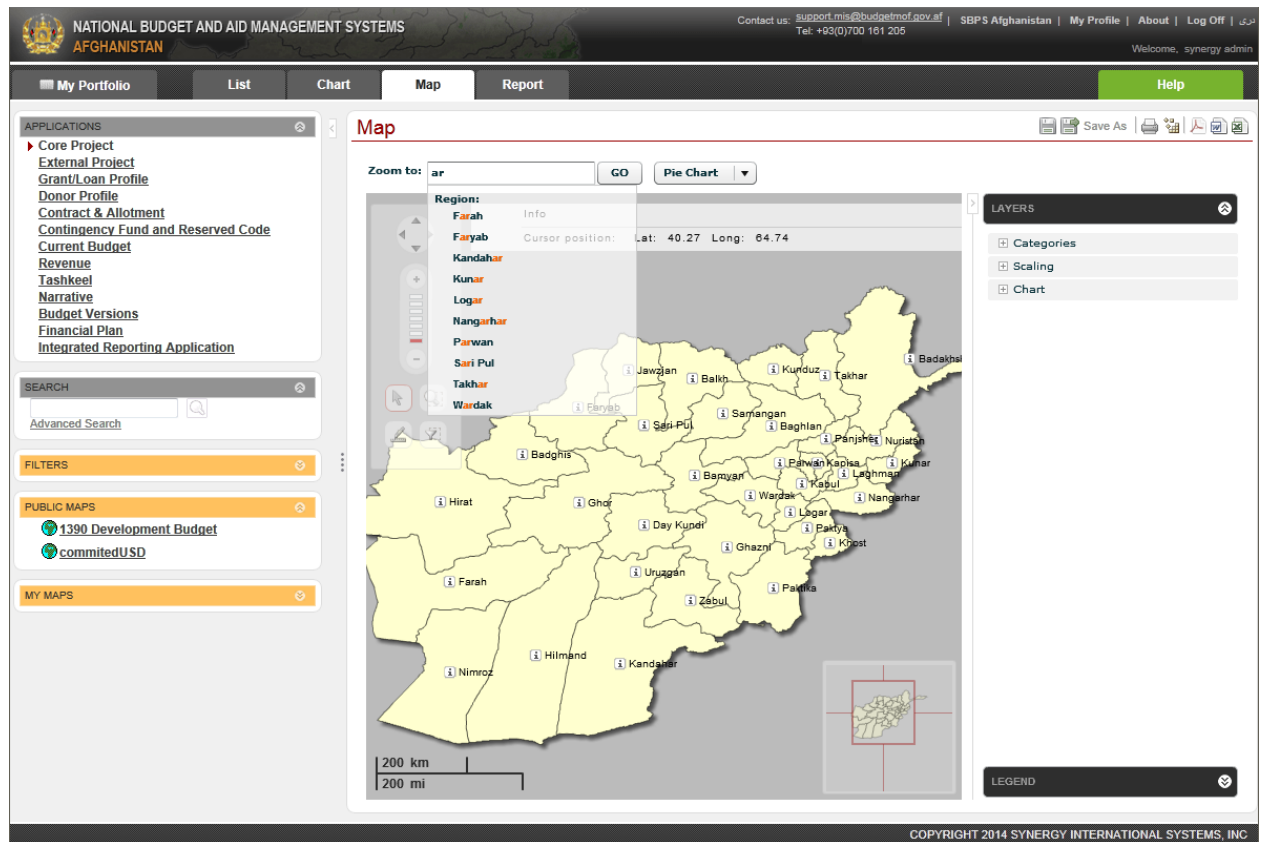


Figure 69: Intelligent Searching

Scaled zoom in / zoom out

This option allows zooming in / zooming out using the scale tool available in the Advanced GIS.

This means that when changing the zoom scales by clicking either  or , you can magnify or reduce the viewport according to the scale value.



Mouse wheel-based zoom-in/zoom-out

This option supports mouse wheel-based zooming in / zooming out. In order to enlarge or reduce the viewport using the scroll wheel button of the mouse, you should click anywhere on the map and use the wheel button in the backward motion to zoom in and in the forward motion to zoom out.



Zoom by Selection

This option allows magnifying the original viewport or a portion of it using the mouse. To be able to enlarge an area on the map, you should activate the *Zoom by Selection* option by clicking the  button then select a region on the map to magnify.

Measuring Distance

In the *Map* module, you can measure the distance between two points on the map.

To do this, click the  button, select the point on the map and drag the mouse to the second point to trace a path to measure (Figure 70). The measured distance will be expressed both in metric and English units of measure.

Note: Measuring is calculated using the latitude and longitude coordinates from point to point and does not consider elevation.

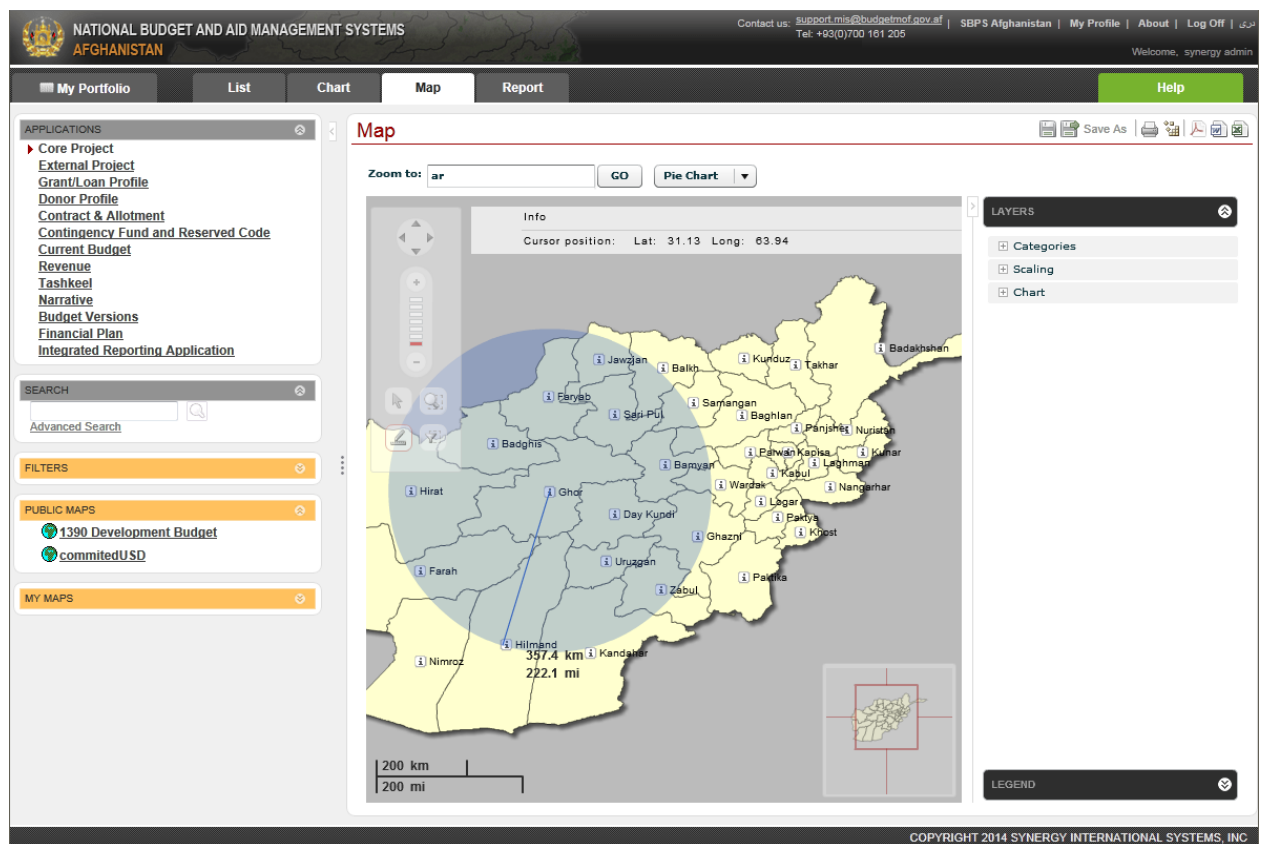


Figure 70: Measuring Distance



Buffered Zone Querying

This feature in the Advanced GIS tool is used to select a point on a map and display any type of data within a given radius. In addition, the tool is easily navigable through a Mini Map, Navigation Bar and Intelligent Search Tools.

To be able to create a buffered zone to view data for, select the  button, and then select the region on the map to highlight. The selected area will be activated while the rest of the screen will be disabled (Figure 71). This tool may be useful for presentations on screenshots to mark the selected area on the map.

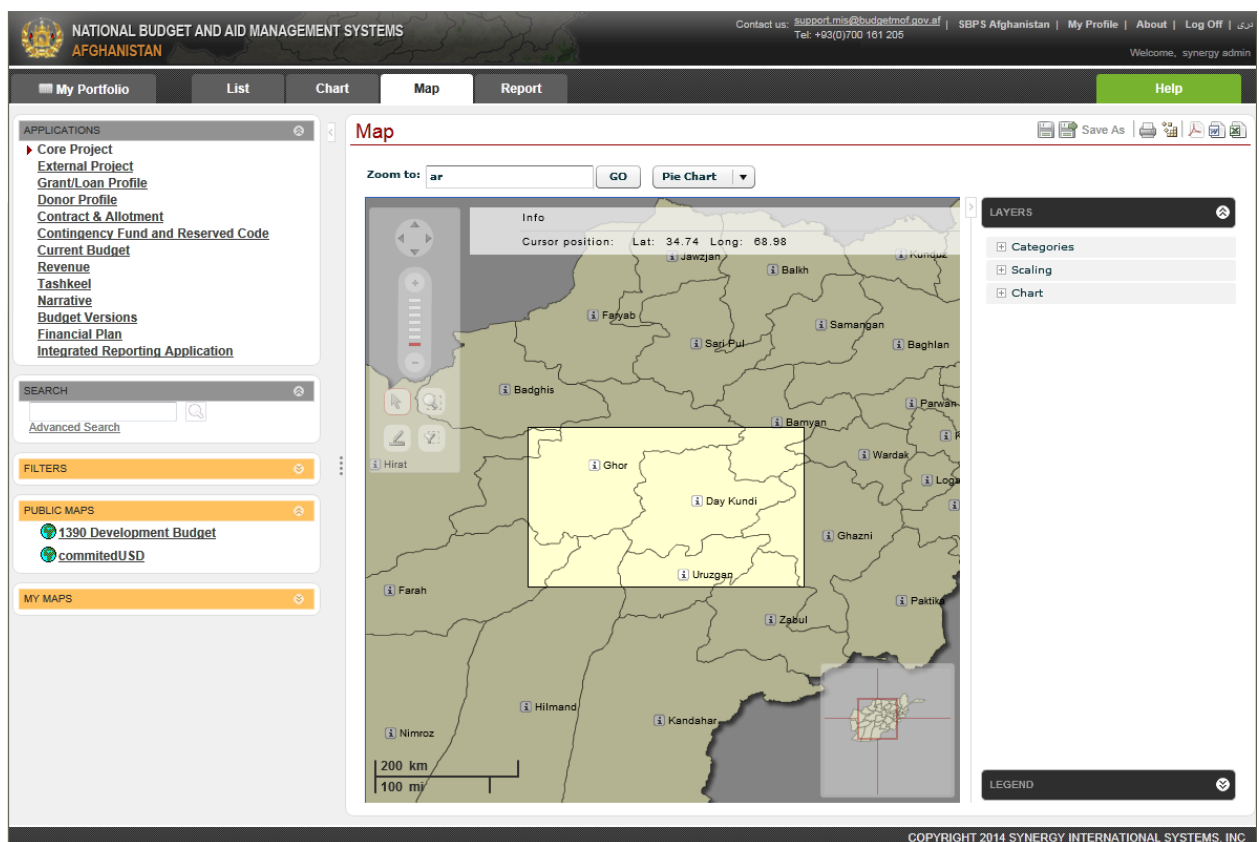


Figure 71: Buffered Zone Querying

Using Layers

The *Layers* feature in the *Map* module provides a variety of data to select to display over the viewing area. You can use the *Layers* feature to display the following information:

- Display categories



- Choose to view data on a scaling map
- Plot data in the form of different graphs (pie chart or bar chart)

The following layers can be applied in *DAD Afghanistan*:

Categories

This option is used to plot category data on the map and to view them in form of different icons / images. To enable this option, expand the *Category* section and selecting the category(ies) listed.

Note: When pointing the mouse cursor on a respective icon/image on the map, you can view the details for the selected category.

Scaling

This option is used to view the data on a scaling map. This means that the selected data series will not be displayed in form of graphs, but the administrative territories will be colored according to the selected scaling category instead. The scaling legend at the bottom left side of the map prompts on the coloring pattern used.

To enable this option, expand the *Scaling* section in the Layers panel and select one of the possible alternatives listed.

Chart

You can plot different data series on a map and view them in the form of different graphs, such as pie charts or bar charts. You can turn on this option by expanding the *Chart* section in the Layers panel and selecting the chart category(-ies) to be displayed on the map. By default, the selected category(-ies) will appear in the form of a bar chart. However, you can choose the view the data in the form of a pie chart by selecting the appropriate option from the *Chart Type* drop-down (Figure 72).

Note: When pointing the mouse cursor on any of the chart constituents, you can view the data that stands behind it. The details on plotted chart categories are displayed when clicking the ⓘ button.

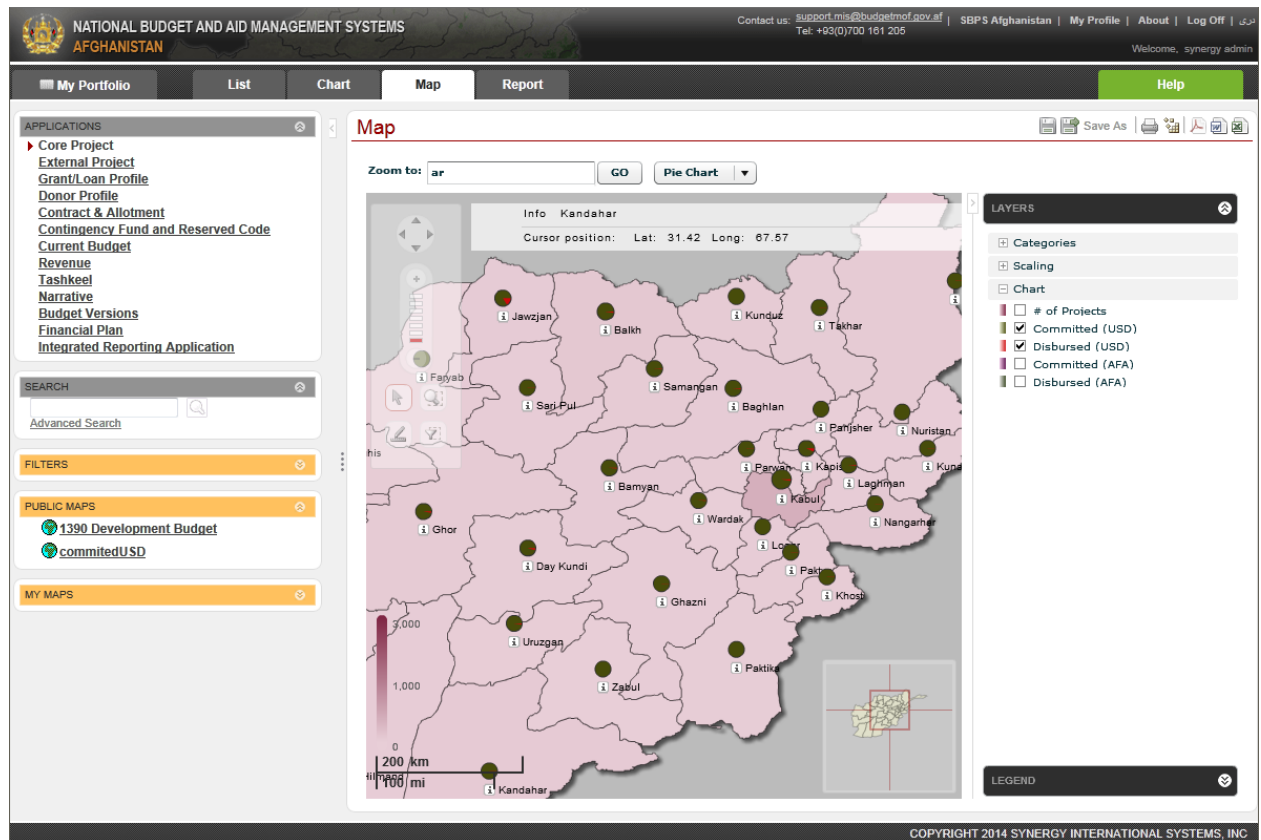


Figure 72: Selecting Chart Type

Viewing Legend

To explain the data series or categories on the map, the legend is used to identify the patterns or colors that are assigned to the selected categories (Figure 73). It is worth mentioning that each data series or category is represented by a unique pattern or color in the map legend, which is displayed in the following ways:

- In the *Legend* section if you have chosen to apply any category to the map.
- At the bottom left side of the map if you have selected to view data on the scaling map.

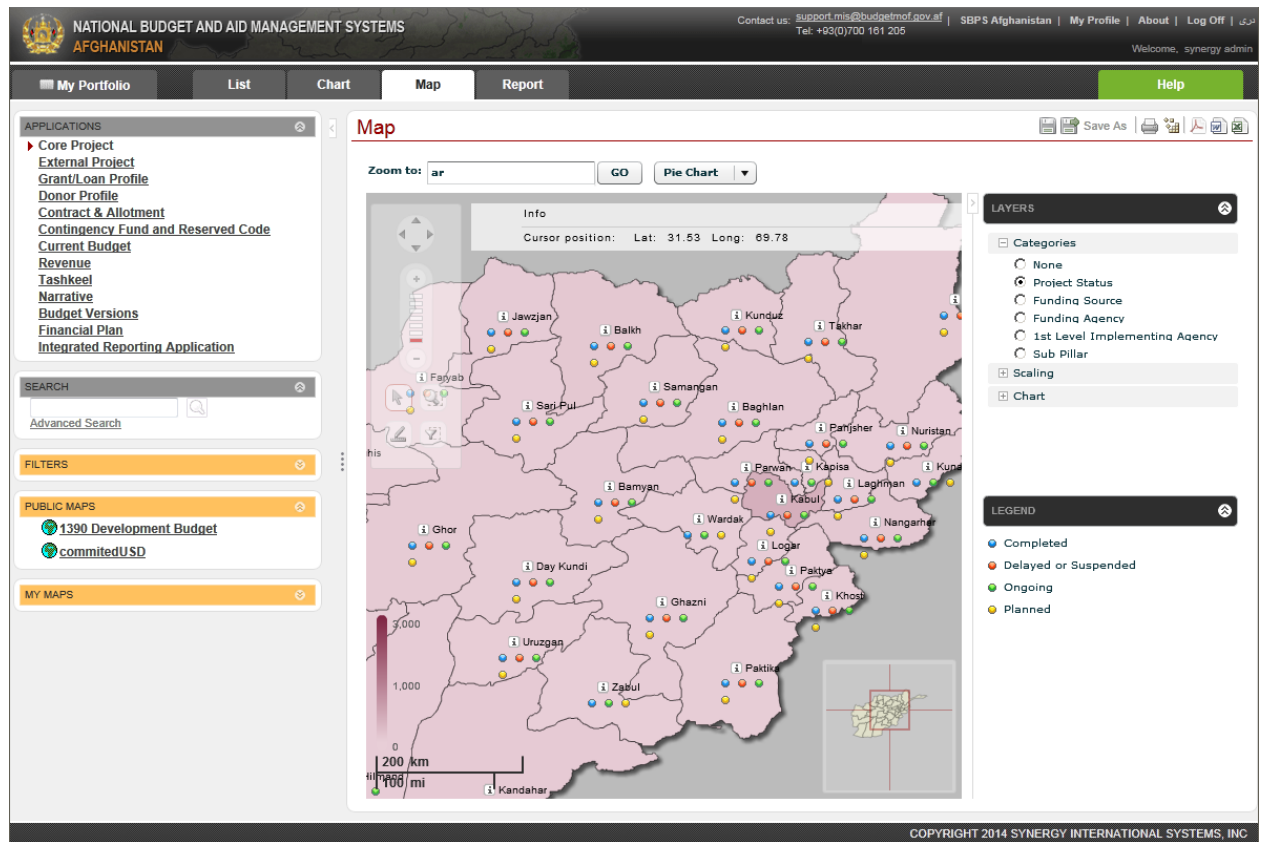


Figure 73: Viewing Map Legend

Using Mini Map

The Mini Map window feature displays an additional view of the country map with a position indicator that corresponds to the current view inside the main screen (Figure 74). One of the main features of the Mini Map is that while the Mini Map window responds to position adjustments in the main screen, you can also interact directly with it. Clicking any area within the window or dragging the position cursor to the desired place will adjust position both in the Mini Map and in the main screen to the point in the Mini Map window that the user selects.

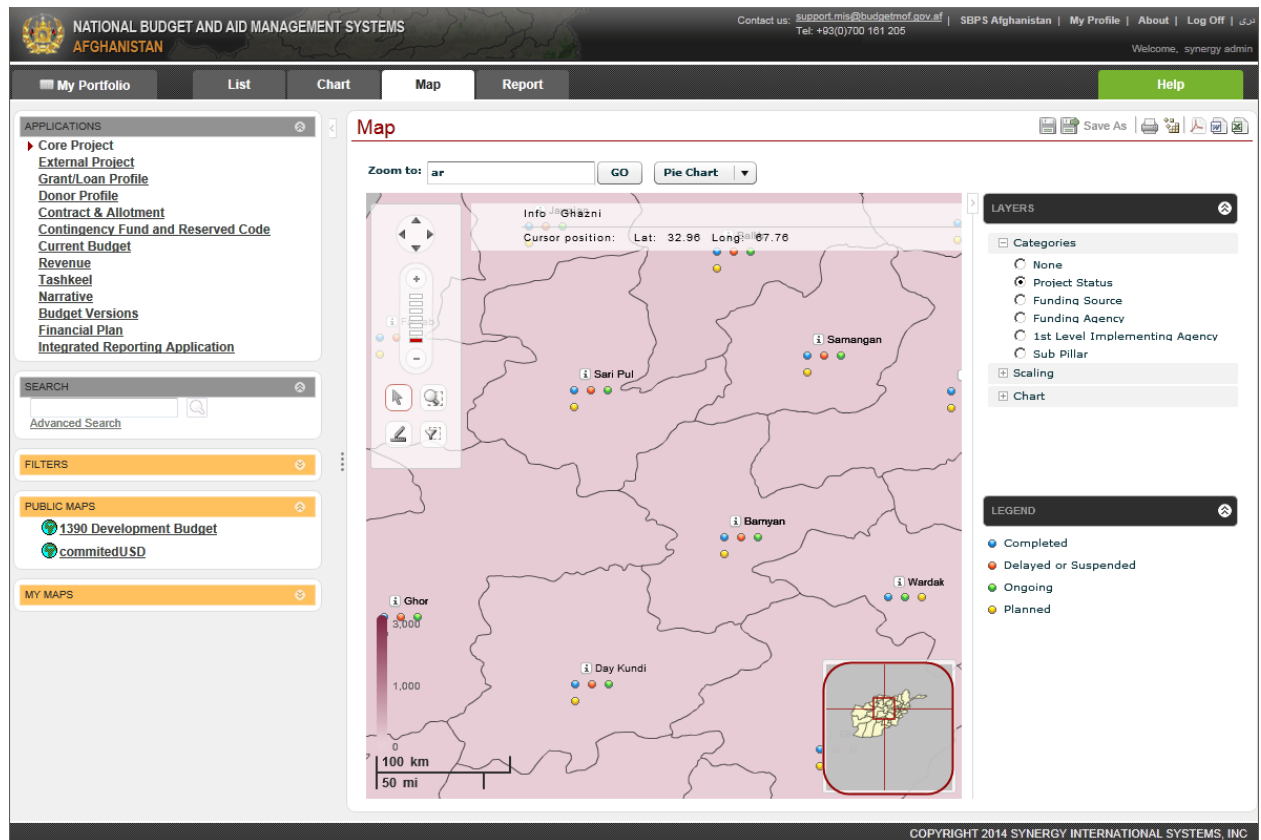


Figure 74: Using Mini Map

Viewing the Data Displayed on the Map

The Advanced GIS tool is used to view the data referring to definite territorial units – districts and/or cities/villages when zoomed in to this level. In order to access the data for a specific territorial unit, point the mouse cursor on the ⓘ button (Figure 75). The information that is displayed in the information window includes but is not limited to the number of projects currently being implemented in the given location, project financial information, etc. If you have plotted any chart category on the map, the chart category details appear in the information window as well.

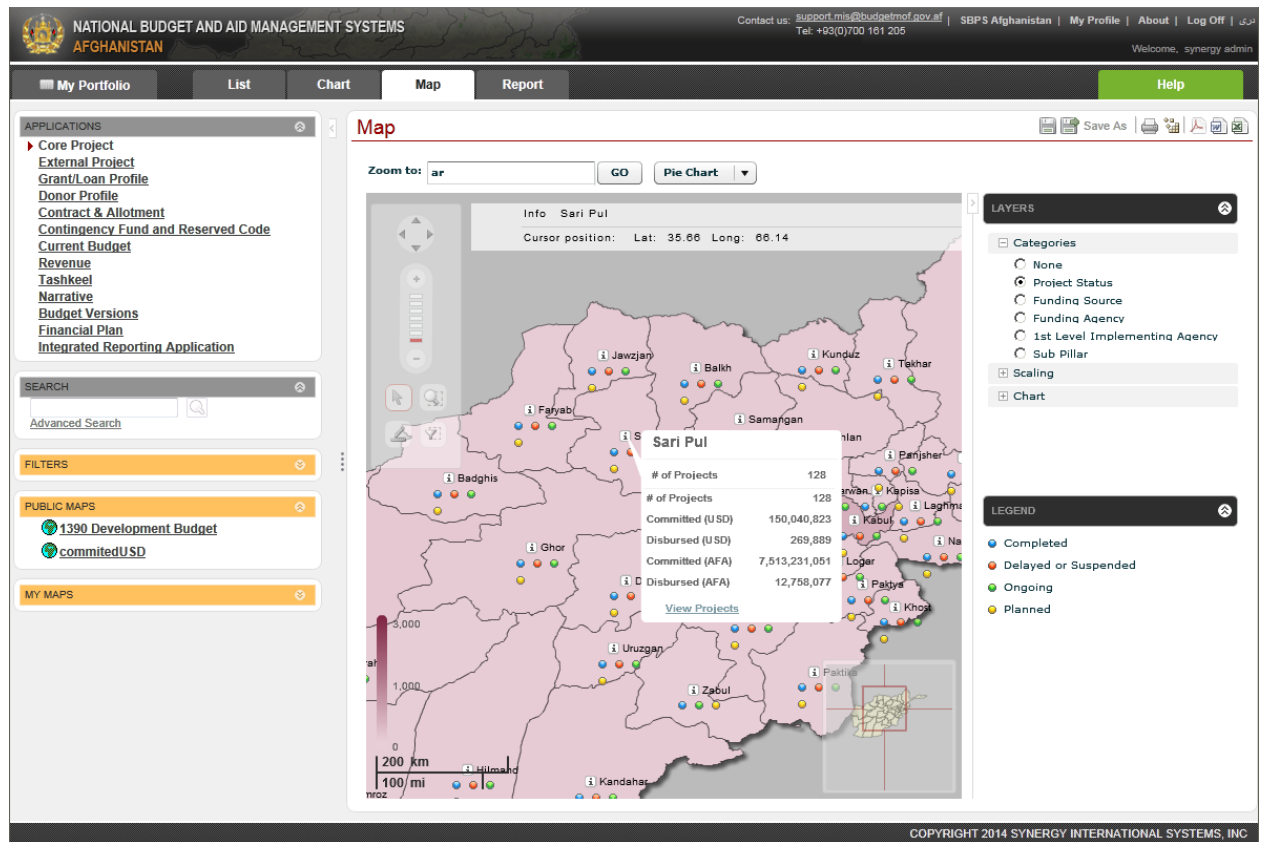


Figure 75: Viewing the Data Displayed on the Map

Sample Map Reports

In the following chapters, you can see several samples on maps.

Sample Map Report 1

You will get the following map report if you have selected **Sub Pillar** as a map category and opened the **Legend** panel (Figure 76):

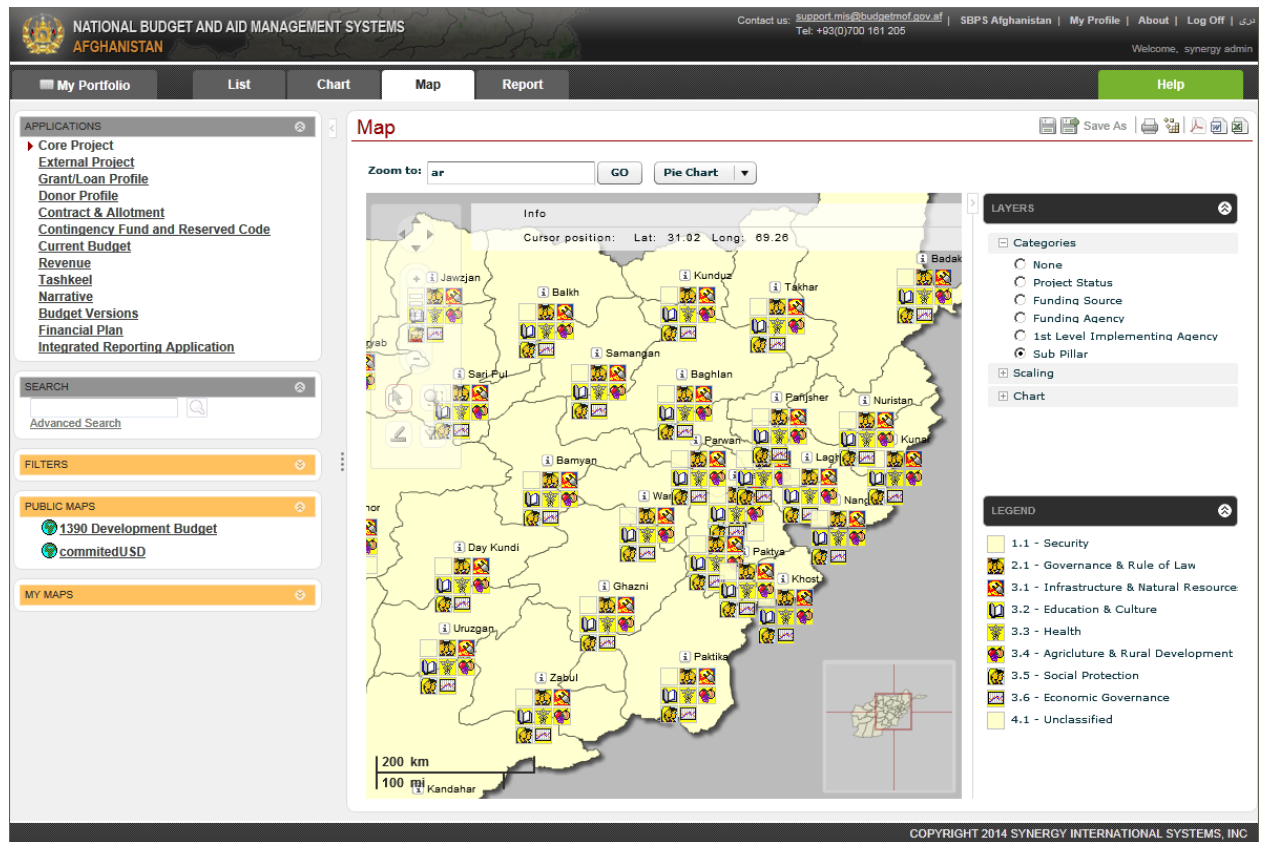


Figure 76: Sample Map Report 1

Sample Map Report 2

If you have selected **Project Status** as a map category and **# of Projects** as a map scale, the following map report will appear (Figure 77):

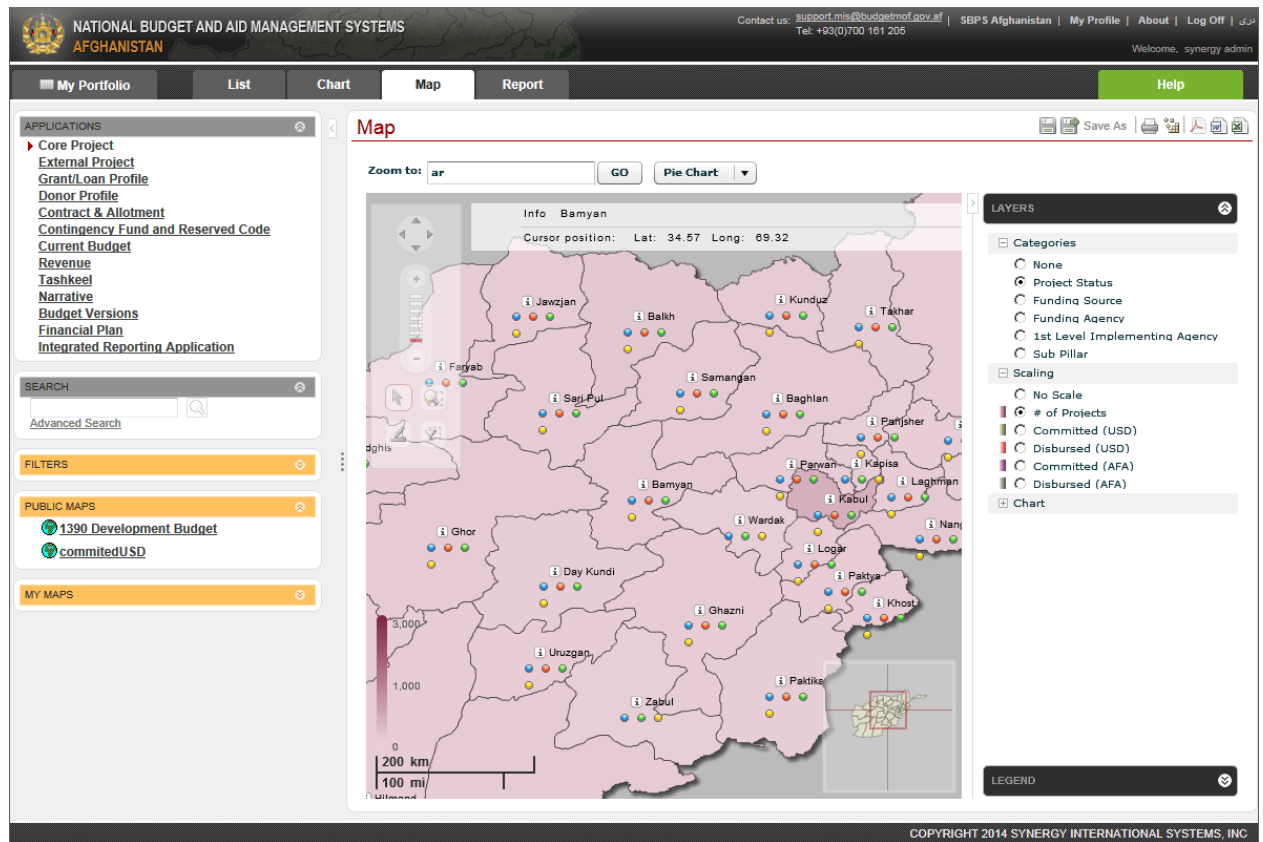


Figure 77: Sample Map Report 2



REPORT MODULE

In the *Report* module of *DAD Afghanistan*, you can create and execute ad-hoc queries on data, and acquire results in the form of different reports.

Accessing the Report Module

As it has been stated above, the system provides for the opportunity to create different sorts of list reports. In order to access the Report module of the system, click the **Report** tab. You will be navigated to the Report module of the application where the *Report Designer* (Figure 78) will open.

In this module, you can create list reports, save them as pre-defined reports, arrange them in the desired way, print them, etc.

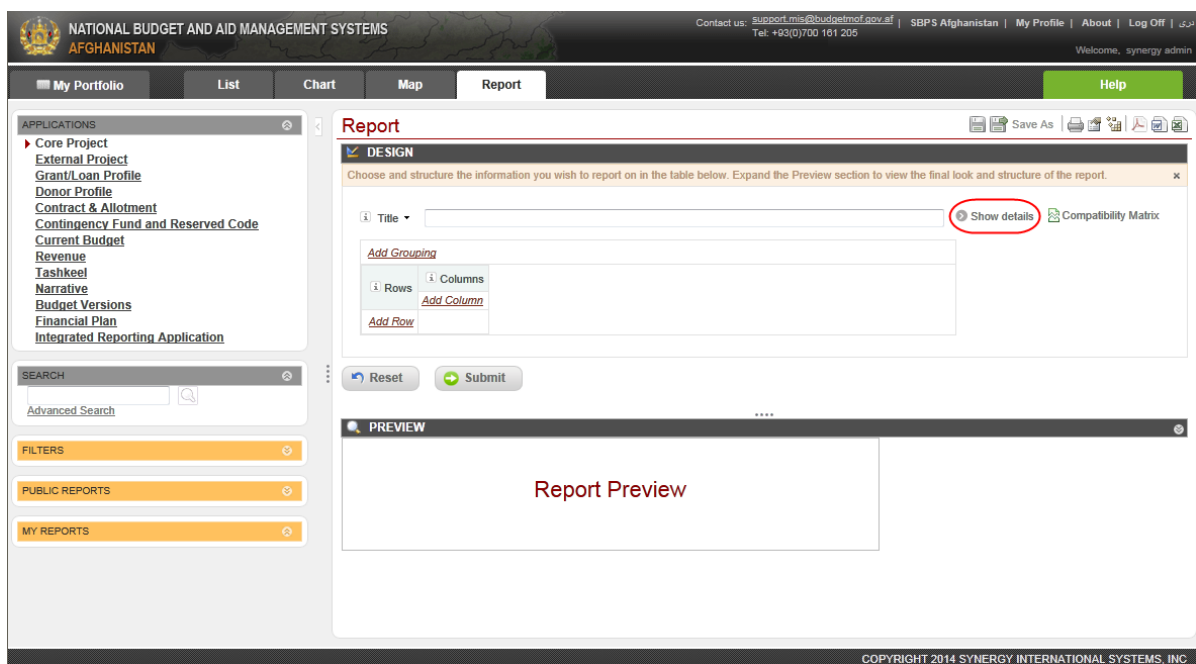


Figure 78: Report Module

Creating a Report

In order to create a report, i.e. to structure the report table and choose what information should appear in the rows and columns of the table, add report components, which are:



- **Text entries** – title, subtitle, header, and footer. For these fields, the expected input is a free text.
Note: By default, the *Report Designer* gives you the possibility of adding report titles. However, you can change the default view to make adjustments for other text entry components (sub-title, header and footer) as well. To be able to provide additional textual information to the report, you will have to click the **Show Details** link (Figure 78) and provide the appropriate information the fields that emerge. Clicking the **Hide Details** link will collapse the text entry fields displaying only the **Title**.
- **Report grouping** - allows grouping data according to a specific category. Grouped data appear in different tables. Each table contains data that fall under one group of the category specified.
- **Rows** - group data within the report table.
- **Columns** - show details specific to each table row.
- **Sub-columns** - divide the row details displayed under each column.

In order to add report components, follow the steps below: They provide instructions on how to compose and submit queries.

1. Type the text that should appear as the report title in the **Title** text box.
2. Enter a **Subtitle**, **Header**, and **Footer** if needed.
3. In the *Group Report by* section, specify the category, which will be used to group data into different tables. To add a report grouping, click the **Add Grouping** link in the *Group Report by* section and select the appropriate category from the menu that appears (Figure 79).

Note: The report will be divided into as many tables as there are table groupings selected.

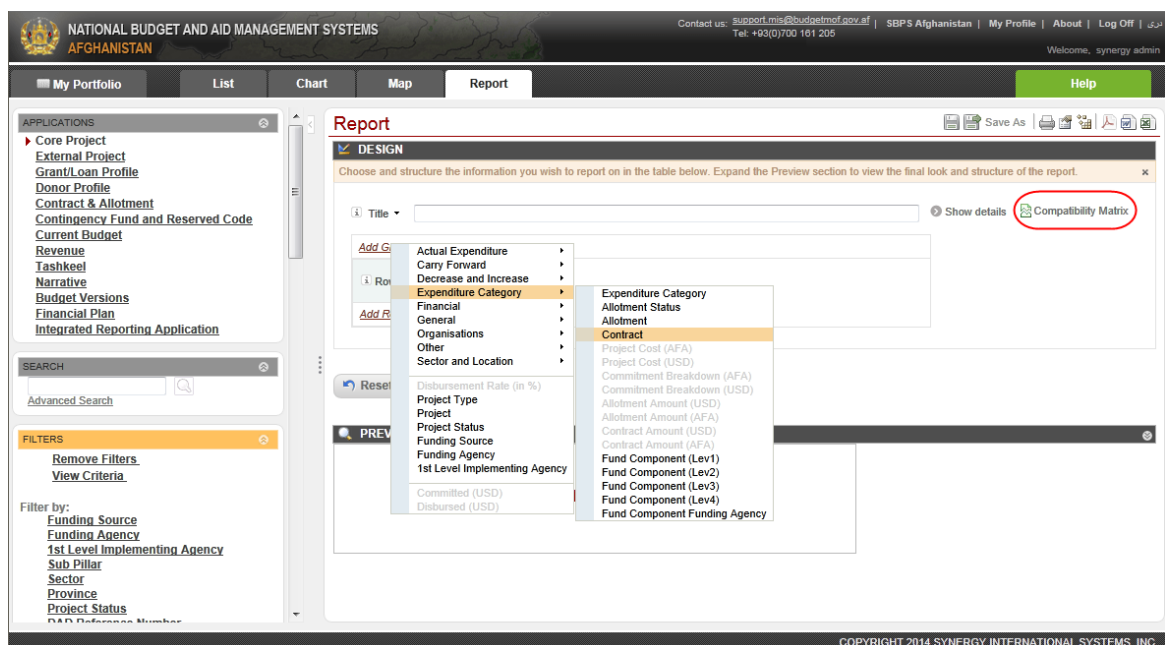


Figure 79: Selecting a Grouping for a Report



4. Select table rows by clicking on the **Add Row** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one row at a time from the list of available rows.
5. Select table columns by clicking on the **Add Column** link and selecting the appropriate item from the menu that appears. Please note that it is possible to select one column at a time from the list of available columns.

Note: Once you have selected a report column, an **Add Sub-column** link becomes available under the selected column. It allows indicating how the row details displayed under each column will be divided.

Note: At any point it is possible to remove all components selected for the report and design a new report from scratch by clicking the  **(Reset)** button.

Note: If you have defined a report which has incompatible columns (columns over which reports cannot be generated), they will be marked in red and an error message will occur. To make your reports productive, use the link (as marked in red, Figure 79) to open the *Compatibility Matrix* table (Figure 80). This is a table that displays the compatibility between all categories and measures in the database to display them in the report.



Compatibility Matrix																						
• - indicates compatibility between Category and Measure																						
Rows (Categories) / Columns (Measures)	# of Projects	1st Level Implementer(Acronym)	Actual Expenditure (AFA)	Actual Expenditure (USD)	Aggregated Actual Expenditure (AFA)	Aggregated Actual Expenditure (USD)	Allotment Amount (AFA)	Allotment Amount (USD)	Carry Forward (AFA) IN	Carry Forward (AFA) OUT	Carry Forward (USD) IN	Carry Forward (USD) OUT	Commitment Breakdown (AFA)	Commitment Breakdown (USD)	Committed (AFA)	Committed (USD)	Contract Amount (AFA)	Contract Amount (USD)	Decrease By Transfer(AFA)	Decrease By Transfer(USD)	Description	Disbursed (AFA)
1st Level Impl. Agency Type	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
1st Level Implementing Agency	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Activity	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Allotment	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Allotment Status	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Approval Status	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Carry Forward	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Contract	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Core/External	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Country	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Created By	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Created On	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Cross-cutting Issues	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Disbursed Fund	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Disbursed Year	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Disbursed Year/Month	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Discretionary/Non-Discretionary	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Discretionary/Non-Discretionary(Grant/Loan)	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Expenditure Category	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
From-To	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Fund Component (Lev1)	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Fund Component (Lev2)	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Fund Component (Lev3)	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Fund Component (Lev4)	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Fund Component Funding Agency	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Funding Agency	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Funding Agency Type	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Funding Alloted Status	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Funding Source	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Funding Type	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Gov.Resp.Agency	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Gov.Resp.Agency Type	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Indicator	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Is Part of Budget	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Is Transfer from Cond Fund?	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Is Transfer MYR?	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Last Modified By	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Last Modified On	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Month/Year	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Month/Year Hijri	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
Output	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*
P	*		*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*		*

Figure 80: Compatibility Matrix

Previewing a Report

At any time during the process of creating a report, look in the *Preview* section at the bottom of the page, in order to view the final structure of the report (Figure 81). The *Preview* will not be ready for viewing unless the user has at least one table row defined.

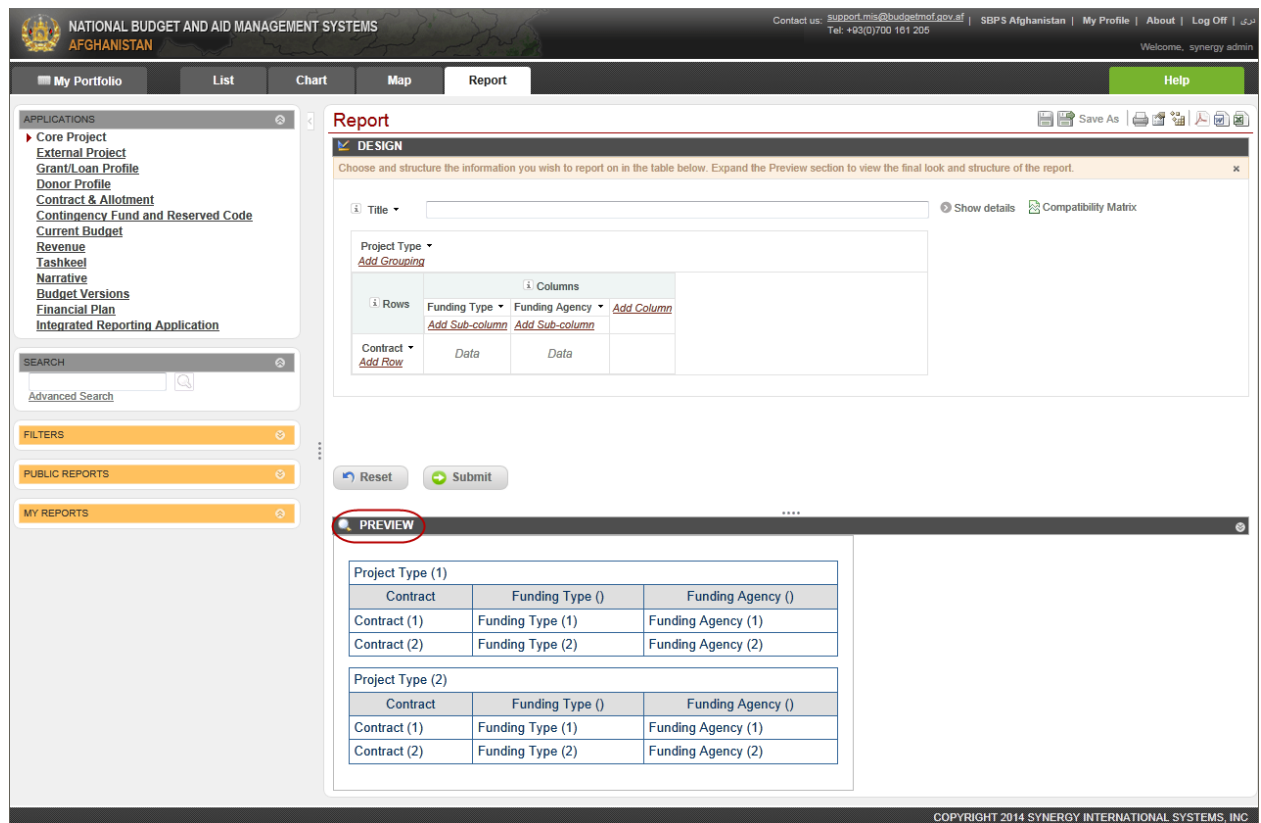


Figure 81: Previewing the Report

All your added report components and structuring results will be displayed in the *Preview* section which helps you to check whether the report matches the required output or not. This section can be expanded in order to display whole of the information.

Generating a Report

The final step in the process of creating a report is report generation. By clicking the **(Submit)** button, a request to the Reporting Engine is submitted in order to access the database, gather the required data and present it in the manner required. The Report containing all the real data appears in a new window.



Sample Reports

In the following chapters, you can see several samples on reports.



Sample Report 1

If you have indicated (Figure 82):

- **Year** and **Government Responsible Agency Type** as report groupings;
- **Government Responsible Agency/Project** hierarchy as the report row and add the total value to be shown before data;
- **Project Cost (USD)**, **Committed (USD)**, and **Disbursed (USD)** as columns;
- Applied some formatting (e.g. background color, font size, etc.);

Report Configuration:

- Title:** Financial Report by Year
- Rows:** Year, Gov.Resp.Agency Type, Project
- Columns:** Project Cost (USD), Committed (USD), Disbursed (USD)

Preview:

Financial Report by Year			
Year (1)			
Gov.Resp.Agency Type (1)			
Gov.Resp.Agency / Project	Project Cost (USD)	Committed (USD)	Disbursed (USD)
Gov.Resp.Agency (1)			
Project (1)	Project Cost (USD) (1)	Committed (USD) (1)	Disbursed (USD) (1)
Project (2)	Project Cost (USD) (2)	Committed (USD) (2)	Disbursed (USD) (2)
Gov.Resp.Agency (2)			

Figure 82: Creating Report 1

You will have the following result (Figure 83):



Financial Report by Year			
2002			
Lead or Administrator Gov.Agency			
Gov.Resp.Agency / Project	Project Cost (USD)	Committed (USD)	Disbursed (USD)
Afghanistan National Disaster Management Authority			
AFG/580034		980,000	
AFG/580051		0	0
Attorney General			
AFG/510002		100,166	0
AFG/510004		162,418	0
Da Afghanistan Bank			
AFG/010002		0	0
Ministry of Agriculture Irrigation and Live Stock			
AFG/390047		0	0
AFG/390087		0	0
AFG/390115		0	0
AFG/390267		0	0
AFG/390289		0	0
Ministry of Communication and Information Technology			
AFG/340014		0	0
Ministry of Economy			
AFG/350006		6,200,000	5,600,000
AFG/350014		5,337,638	0
Ministry of Education			
AFG/270021		300,000	
AFG/270022		1,788,500	
AFG/270023		285,000	
AFG/270024		55,000	
AFG/270025		500,000	
AFG/270026		1,213,000	
AFG/270031	2,281,315		
AFG/270040		1,000,000	
AFG/270058		0	0

Figure 83: Sample List Report 1

Sample Report 2

If you have indicated (Figure 84):

- **Funding Agency Type** as the report table grouping;
- **Year** as the report row;
- **Committed (USD), Disbursed (USD), Project Cost (USD)** as columns and **Project Status** as a sub-column;
- Applied some formatting (e.g. background color, font size, etc.);



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APPLICATIONS

- Core Project
- External Project
- Grant/Loan Profile
- Donor Profile
- Contract & Allotment
- Contingency Fund and Reserved Code
- Current Budget
- Revenue
- Tashkeel
- Narrative
- Budget Versions
- Financial Plan
- Integrated Reporting Application

SEARCH

Advanced Search

FILTERS

PUBLIC REPORTS

MY REPORTS

Report

DESIGN

Choose and structure the information you wish to report on in the table below. Expand the Preview section to view the final look and structure of the report.

Title Financial Report by Funding Type **Show details** **Compatibility Matrix**

Funding Type Add Grouping

Columns

- Committed (USD) Add Sub-column
- Disbursed (USD) Add Sub-column
- Project Cost (USD) Add Column
- Project Status Add Sub-column

Rows

- Year Add Row

PREVIEW

Financial Report by Funding Type

Funding Type (1)				
Year	Committed (USD)	Disbursed (USD)	Project Cost (USD)	
			Project Status (1)	Project Status (2)
Year (1)	Committed (USD) (1)	Disbursed (USD) (1)	Project Cost (USD) (1)	Project Cost (USD) (1)
Year (2)	Committed (USD) (2)	Disbursed (USD) (2)	Project Cost (USD) (2)	Project Cost (USD) (2)

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Figure 84: Creating Report 2

You will have the following result (Figure 85):

Domestic Revenue										
Year	Committed (USD)	Disbursed (USD)	Project Cost (USD)							
			Planned-Unfunded	Multi Year	One Year	Cancelled	Completed-By End Year	New Request	Ongoing	Completed
2003	217,732	4,489	772,732							
2005	555,000									130,000
2006	827,788								4,000,000	180,000
2007	4,000,000								3,283,985	247,000
2008	2,990,510								2,509,000	300,000
2009									1,845,000	150,000
2010										513,000
2011	193,073	193,073								210,000
2012	6,272,847	0							2,000,000	
2013	60,281,376	0					1,500,002		57,009,695	
2014	1,541,974	0						1,000,000	126,067,350	

Year	Committed (USD)	Disbursed (USD)	Project Cost (USD)							
			Planned-Unfunded	Multi Year	One Year	Cancelled	Completed-By End Year	New Request	Ongoing	Completed
2001	452,076	452,076								
2002	192,320,768	56,885,226							0	
2003	562,619,614	108,823,785	170,747				0		111,126,516	32,153,600
2004	640,627,303	156,394,818	7,308,337				2,667,000		314,405,002	45,274,645
2005	611,043,280	75,284,636	17,875,500				16,879,000		393,441,285	105,760,282
2006	550,768,118	28,565,385	34,892,727				0	13,358,000	625,195,375	151,118,573
2007	1,041,391,388	56,905,653	40,907,807				53,571,805		896,674,329	146,144,000
2008	1,163,468,741	53,400,965	22,771,179				42,931,918		1,257,382,519	135,947,000
2009	676,453,371	100,221,002	15,447,455	118,866	78,000	54,631,085	70,632,615		1,590,837,485	177,753,500
2010	1,049,868,045	591,897,255	2,282,523	500,000		40,991,000	132,167,000		1,970,252,497	87,319,350
2011	1,057,090,109	4,074,827	14,196,904	7,000,000		42,788,100	132,745,697		2,532,476,989	91,922,323
2012	1,803,479,517	0				35,220,000	145,473,423		2,573,750,944	7,396,889
2013	4,452,916,803	0				166,955,138	124,621,111	26,380,058	5,439,635,053	940,160,000
2014	355,311,911	0		10,835,444	200,000		36,106,445	132,044,618	3,856,271,757	360,000,000
2015	33,741,452	0		0			10,568,611		1,002,908,483	360,000,000
2016	2,335,880	0								

Figure 85: Sample List Report 2



Customizing Reports

You can customize the reports by assigning font characteristics to report components, re-ordering rows and columns, etc. The sections below will describe how to customize the reports.

Formatting/Styling Report Components

You may format/style the text entries as well as main report table captions and values by assigning to them value characteristics such as font, font size, font color, background color, alignment (i.e. left, center, or right), etc. In order to format/style a report component, follow the steps below:

1. Click the report component that needs to be formatted / styled.
2. Select the **Properties** option from the actions list that appears (Figure 86).

The screenshot shows the NABAMS interface. The 'Report' tab is active. The 'Properties' window is open for 'Report by Funding Type'. The 'Properties' window has a 'Title' field with the text 'Report by Funding Type'. Below the title, there are sections for 'Funding Type', 'Columns', and 'Rows'. The 'Columns' section shows a table with columns: 'Committed (USD)', 'Disbursed (USD)', 'Project Cost (USD)', and 'Project Status'. The 'Rows' section shows a table with rows: 'Year', 'Data', 'Data', 'Data'. The 'Preview' section shows a table titled 'Financial Report by Funding Type' with columns: 'Year', 'Committed (USD)', 'Disbursed (USD)', 'Project Cost (USD)', 'Project Status (1)', and 'Project Status (2)'. The 'Properties' window is focused on the 'Title' field.

Figure 86: Reports Window with Properties Focus on the Title Field

The *Properties* window will appear. Please note that for text entries the *Properties* window includes text formatting buttons and a text area (Figure 87). For other report components, like rows, columns, etc., the *Properties* window also allows assigning additional characteristics, e.g. sorting order, reference text, etc. (Figure 89)

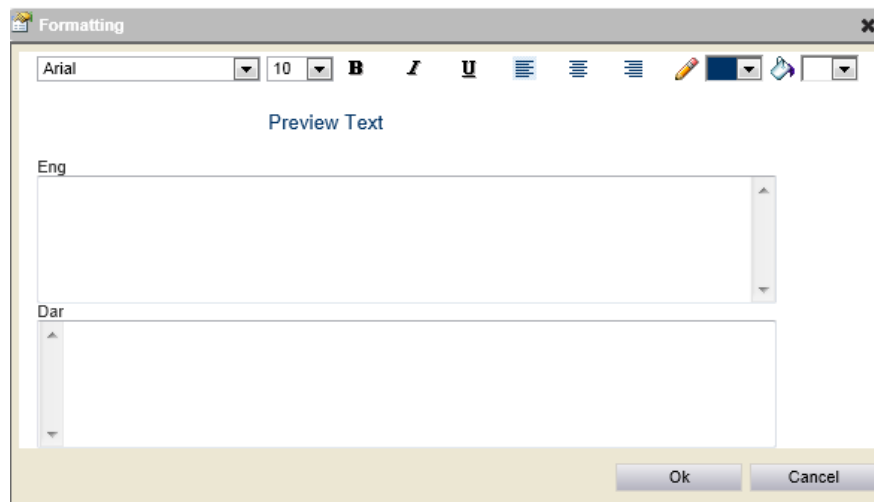


Figure 87: Formatting/Styling Text Entries

3. Change the properties as needed.

Note: To prevent you from navigating away from the section every time when modifying the properties of a different report table component, the *Properties* window allows selecting the next item to be modified. To do that, you need to select the appropriate instance from the *Items* drop-down list in the *Properties* window. The list contains the previously selected report table components.

4. Click the **Apply** button for the changes to take effect. Clicking the **OK** button will close the window and navigate you to the **Report** module.

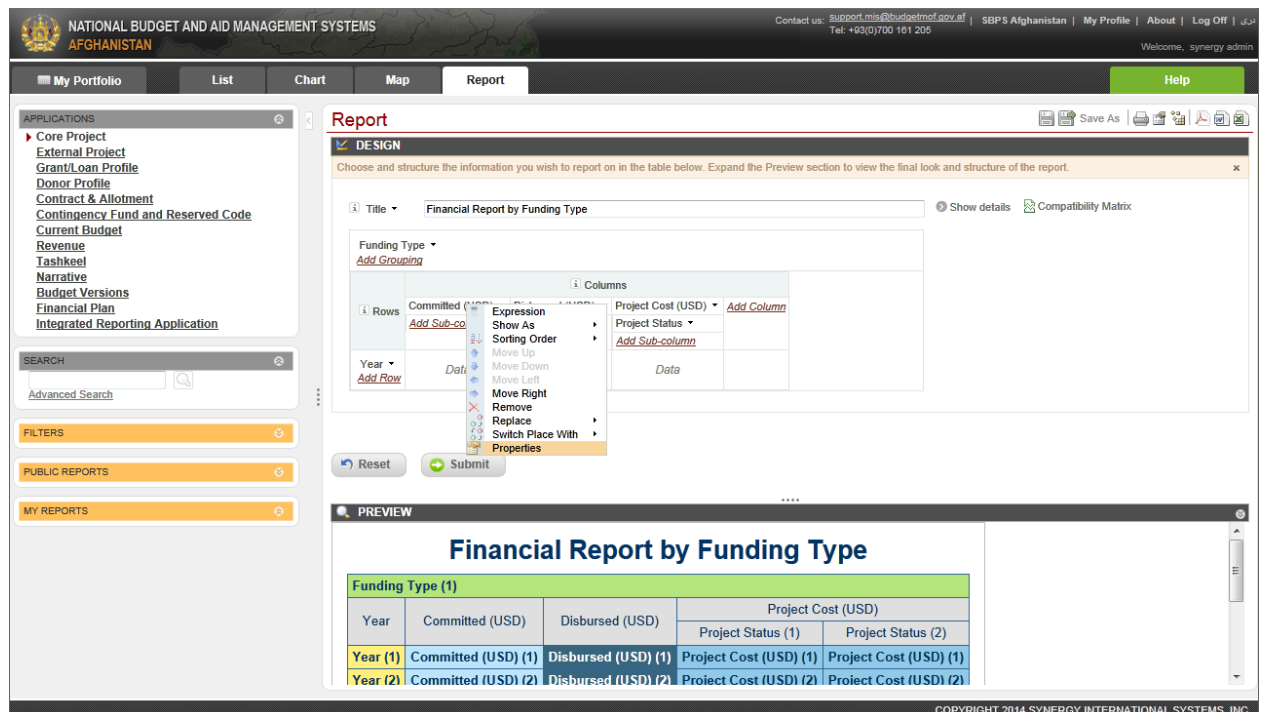


Figure 88: Reports Window with Properties Focus on the Column



The screenshot shows the 'Properties' dialog box for a report table component. The 'Item' dropdown is set to 'Committed (USD)'. The 'Show As' dropdown is set to 'Numeric Value', and the 'Append' dropdown is set to 'After the value'. The 'Sort By' dropdown is set to 'None'. The 'Show Rows Total' checkbox is checked. The 'Caption' section has two input fields: 'Eng' (Committed (USD)) and 'Dar' (کابل انجام شده توسط (USD)). The 'Reference' section has two input fields: 'Eng' and 'Dar'. The 'Ref. Text' section has two input fields: 'Eng' and 'Dar'. The 'Expression' section has three dropdowns: 'Expr. Member 1' (Committed (USD)), 'Operation' (-- Select --), and 'Expr. Member 2' (-- Select a member --). The 'Font' button is visible next to each text input field. The 'Ok', 'Cancel', and 'Apply' buttons are at the bottom.

Figure 89: Assigning Properties to Report Table Components

Re-ordering Report Table Components

This option enables the user to establish and modify the order of the report table components, like rows, columns, etc.

In order to re-order report table components, the user should follow the steps described below.

1. Click the component item that needs to be reordered in the report.
2. Select the respective **Move Up** / **Move Down** / **Move Right** / **Move Left** option from the menu that appears. The report generated will maintain the order of the items that was displayed in the *Report Designer* (Figure 90).

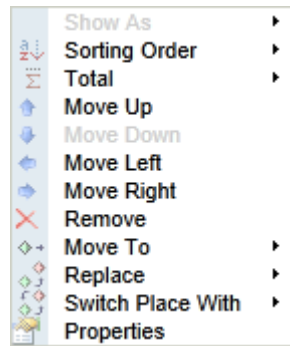


Figure 90: Reordering Report Table Components

Note: If any of these actions is not available, the respective option will be disabled in the menu.

Sorting Report Table Components

You may change the order in which the table components will appear in the final report. The report table components can be sorted either in an *Ascending (A-Z)* or a *Descending (Z-A)* order.

In order to alphabetically sort the report table components, follow the steps below:

1. Click the component item for which the sorting order needs to be changed.
2. Select the **Sorting Order** option from the actions list (Figure 91).

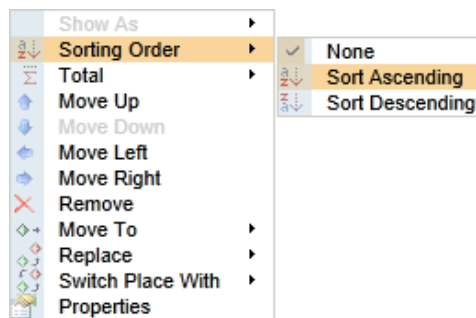


Figure 91: Defining the Sorting Order

3. Define whether the report item values should be sorted in the ascending or descending order. Please note that selecting the **None** option from the list removes the sorting criteria.

Note: The sorting order for the report components can also be defined from within the *Properties* window.



Removing a Report Table Component

It is possible to remove a report table component from being included in the report, if this is necessary.

In order to remove a report table component, follow the steps below:

1. Click the component item that needs to be removed.
2. Select the **Remove** option from the menu that appears. The selected grouping value will be removed.

Switching Report Table Components

The report table components may be switched between report grouping, rows and columns. If there are sub-columns selected, switching between table groupings / rows and columns is disabled. It is possible to switch between table groupings / rows and sub-columns.

In order to switch report table components, follow the steps below:

1. Click the component item that needs to be switched.
2. Select the **Switch Place with** option from the menu that appears (Figure 92).

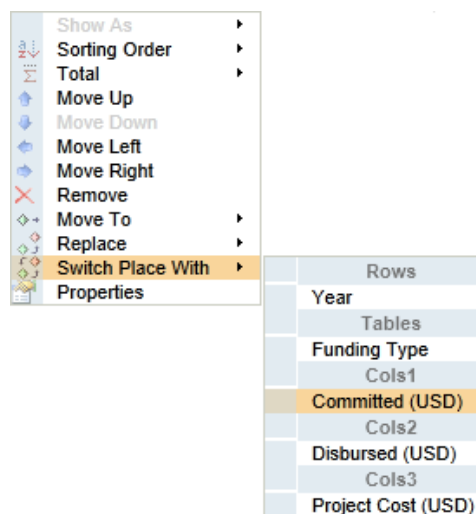


Figure 92: Switching Report Table Components

3. Define what component item the selected instance needs to switch place with. The selected component item will be removed from its current position and added as an item to the specified component. For instance, if it is selected to switch between table grouping and row, the selected table grouping item will be removed from table grouping and added as the row item, while the row item will trade places with the table grouping item.



DETAILS SECTION

The *DAD Afghanistan* application has a built-in *Details* section, where you can view detailed project information, e.g. project financial information, the sector(s) of economy it supports, the project location, etc.

The *Details* section can be accessed from the *My Portfolio*, *List*, *Chart*, *Map*, and *Report* modules. In the *Details* section, you can view detailed project information, browse among other projects listed under the same parent item, print project details, etc.

Accessing the Details Section

In order to access the *Details* section, follow the steps below:

1. Access the *Details* section by clicking on the one of the following:
 - In the *My Portfolio* module: Click the respective project. You will be directed to the **Details** section (Figure 93).
 - In the *List* module: Click the project for the details to be displayed. This will open the *Details* section of the application where more detailed information about the project will be displayed. Please note
 - **Note:** Depending on the list representation settings, additional expanding the list items may be required to reach the project.
 - In the *Chart* module: Click the chart for the details to be displayed (e.g., click a relevant bar to see what it consists of). This will open the *Details* section of the application where all items matching the selection will be listed. The first item in the list will be displayed in an expanded mode.
 - In the *Map* module: Point the mouse cursor on the object on the map. The project information window will appear. In order to access the project details section select the *View Projects* link. This will open the *Details* section. The first item in the list will be displayed in an expanded mode.
 - **Note:** You can also choose to view the detailed information on all the projects that are in progress in the given territorial unit by pointing the mouse cursor on the ⓘ button.
 - In the *Report* module: Create a report indicating **Project** as a value for the report row and click the **Submit** button. For more details on how to create and generate reports, please see [Creating a Report](#). In the report generated, click the project name.



2. Take the necessary actions (review the provided information, update and improve as needed). You may also want to print the project details, see [Printing Project Details](#) for details. The **Close** button is used to return to the main screen.

Browsing Projects

In the *Details* section, you can browse among the projects. To browse projects, use correspondingly **Previous** or **Next** buttons in the top of the *Details* window (Figure 93).

Note: In the *Chart* and *Map* modules, you can also scroll down to the bottom of the page, find the appropriate project in the list presented and click it for the details to be displayed.

Printing Project Details

In the *Details* section, you can print out the details of the selected project. In order to print out the selected project details, follow the steps below:

1. Click the  (**Print**) button in the top toolbar. A window with printer settings appears.
2. Choose the printer settings as needed and press **Print**.

Editing an Existing Project

In the *Details* section, you may also edit those existing projects that have been either created by yourself or you have permissions to manage.

In order to edit existing projects, follow the steps below:

1. Click the **Edit** button at the top of the *Details* window. The data input window appears which is described in the Project Application User Manual, see [REFERENCES](#).
2. Make the appropriate changes in the input window and save.



New | Edit | Delete | Close

Contact Us | Help

[AFG/000012] - Provision of Health Care Services for Afghan Refugees

Approved

Previous | Next

Last modified by Local Administrator on 30-Sep-1388 11:41

Calendar Type: ☐ Hijri ☒ Gregorian

1. GENERAL INFORMATION

1.1 Old Project Code

AFG/0006401

1.2 Title

Provision of Health Care Services for Afghan Refugees

1.2.1 Title Pashto

1.3 Description

Provision of Health Care Services for Afghan Refugees

1.4 Government Responsible Agency & Sector

Government Responsible Agency	Sub-Pillar

1.5 Program Budget Type

Program	Sub-Program	Activity

1.6 Sector (according to ANDS classification)

Sector	Sub-Sector
3.5.2 - Refugees, Returnees & IDPS	3.5.2.1 - Refugees, Returnees & IDPS

1.7 Priority

1.8 NPP Alignment

NPP	Alignment Level	Aligned Value	Not Aligned Value	Partially Aligned Value

1.9 Approval Status

Approved

1.10 Provinces (Provinces that this project supports)

1.11 Is Feasibility Study required?

1.12 Project Schedule

Start Date	End Date	Duration	Single/Multi Year
			Multi Year

1.13 Project Status

Planned-Unfunded

1.14 Project Focus

1.15 Cross-cutting Issues

Cross-Cutting Issue	Comment
Assistance to Refugees & Returnees	

2. ORGANISATIONS & CONTACTS

3. FINANCIAL INFORMATION

4. OUTPUTS & INDICATORS

5. AID EFFECTIVENESS INDICATORS

6. NOTES & ATTACHMENTS

7. PROJECT HISTORY

Development Assistance Database (DAD) | © 2014 Synergy International Systems | All rights reserved

Figure 93: Details Section



CUSTOMISED REPORTING

The *DAD Afghanistan* application allows you to customize the already-created reports in the *List*, *Chart*, *Map*, and *Report* modules, i.e. to define the way the numeric values can be displayed, their format, the number of the items to be displayed, etc. You may also re-organise the reports in the desired way, i.e. include it into a group of reports or create a new report group for it, rename the report, etc. The *DAD Afghanistan* application can also export the reports to the desired format (Word, Excel, etc.) or print them out.

Setting Report Options

In the *List* and *Report* modules, you can set the report options, i.e. define whether the numeric values should be displayed in thousands, millions, etc.

In order to set the report options, follow the steps below:

1. Click the  (**Set Options**) button in the top toolbar. An *Options* window (Figure 94) will appear.
2. Define the format in which the numeric values should be displayed, i.e. whether the original values should be displayed or they should be shown in thousands, millions, etc. This prevents large numeric values represented by many zeros from taking a lot of space in the report.
3. Specify whether the empty or unspecified rows should be hidden by selecting the appropriate check-box(es).

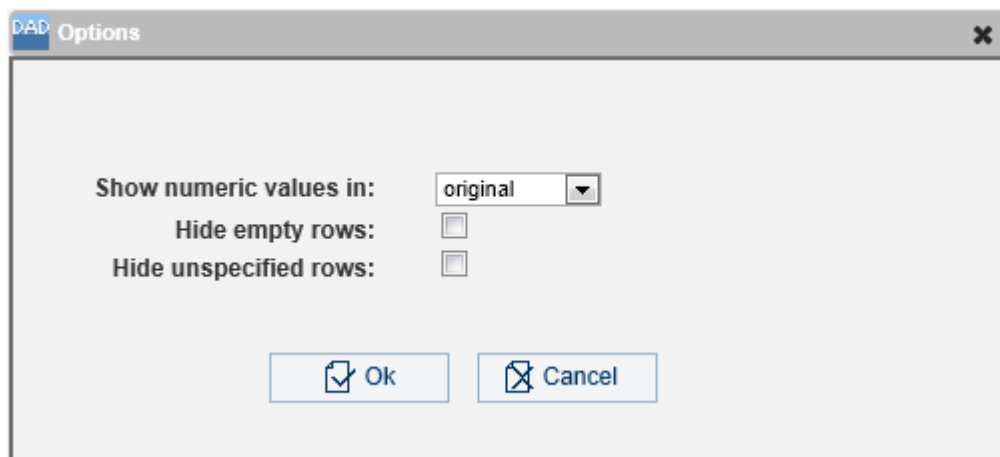


Figure 94: Setting the List Report Options

4. After finishing, click the **OK** button for the changes to take effect. Or, click the **Cancel** button to discard the changes made.



Saving Reports

After creating reports of different types, you can save them as pre-defined reports and include them either in the *Public Reports* group and make them available for all users who access application or in the *My Reports* group available to you only.

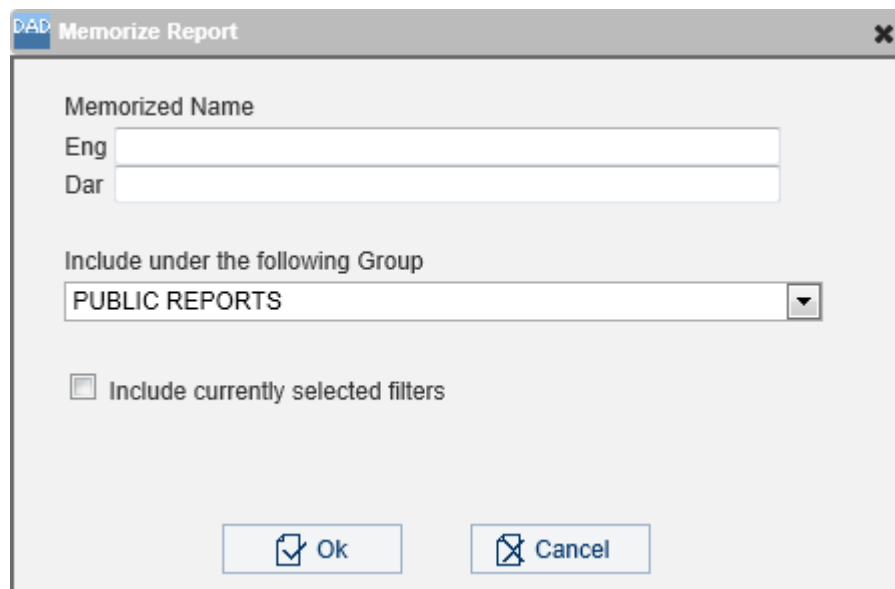
There are two ways of saving a report in the *DAD Afghanistan* application. You can save a newly-created report, or save a copy of an existing report with a different name, in a different location, or with a different content.

How to Save New Reports

From the *List*, *Chart*, *Map*, and *Report* modules, you can design an appropriate report and save it.

In order to save the report created, follow the steps below:

1. Click the  (**Save**) button on the top right side of the screen. A *Memorize Report* window (Figure 95) will appear.
2. Define the report name in the *Memorized Name* field.



The image shows a 'Memorize Report' dialog box with a title bar containing 'DAD' and 'Memorize Report'. Inside the dialog, there is a section titled 'Memorized Name' with two text input fields labeled 'Eng' and 'Dar'. Below this is a section titled 'Include under the following Group' with a dropdown menu currently showing 'PUBLIC REPORTS'. At the bottom of the dialog is a checkbox labeled 'Include currently selected filters' which is currently unchecked. At the very bottom are two buttons: 'Ok' with a checkmark icon and 'Cancel' with an 'X' icon.

Figure 95: Memorizing a Report

3. Specify the group the report will be included in by selecting the appropriate value from the *Include under the Following Group* drop down list.



4. Check the *Include currently selected filters* checkbox to save filtering defined along with the report.
5. Click the **OK** button to save the report for future reference or click **Cancel** to discard the changes made.

How to Save a Copy of the Report

In *DAD* application, you can save a copy of an existing report. The copy of the report can be saved in a different location, with a different name or edited content.

In order to save a copy of a report, follow the steps below:

1. Click the  **Save As** button on the top right side of the screen. A *Memorize Report* window (Figure 95) will appear.
2. Save the report by the steps described in the section above.

Re-organising Reports

You can organise the reports in the desired way, i.e. rename the reports, create groups to include reports under, etc.

From the *List*, *Chart*, *Map*, and *Report* modules, you can design appropriate reports and organize them in the preferred way. In order to organize the reports, click the respective  (**Organise Views / Charts / Maps / Reports**) button at the top right side of the Screen. An *Organise Reports* window (Figure 96) will appear. You may perform the following actions:

- [Renaming Reports and Report Groups](#)
- [Deleting Reports or Report Groups](#)
- [Adding a Sub-group](#)
- [Re-ordering Reports and Groups](#)
- [Setting a Report as Default](#)
- [Setting a Report as Default for Public Users](#)

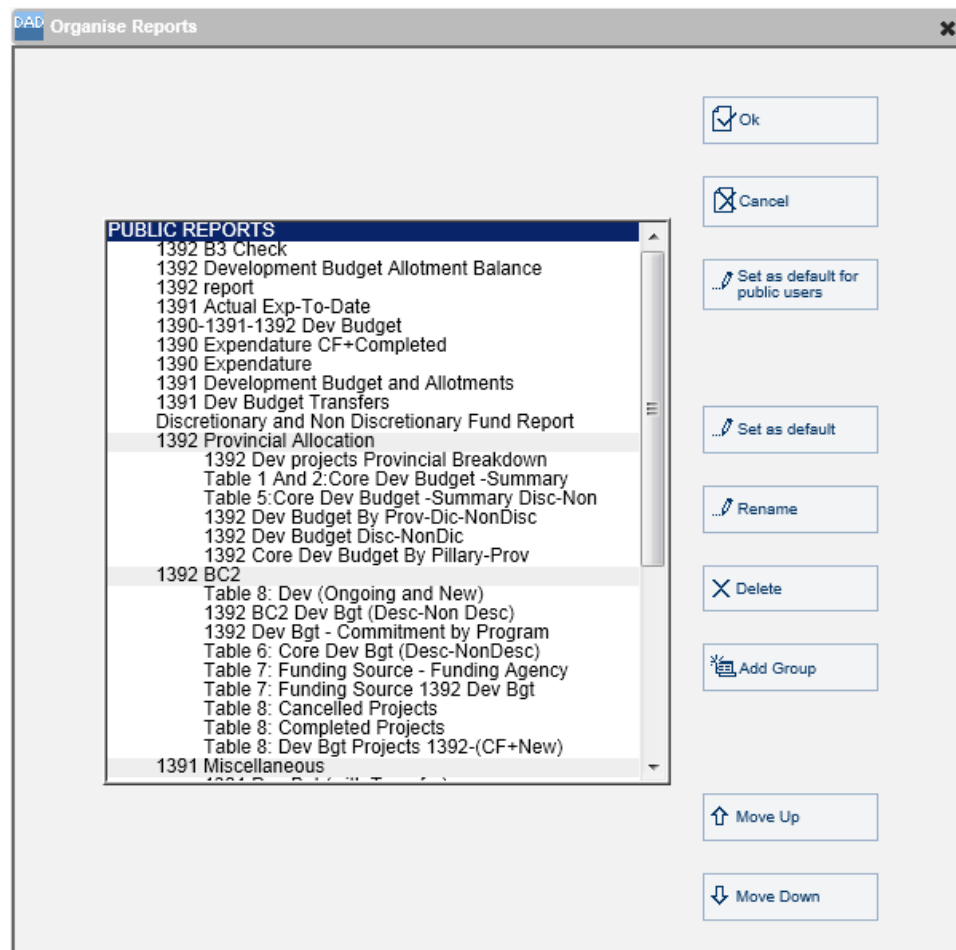


Figure 96: Organising the Reports

Renaming Reports and Report Groups

In order to rename a report or report group, follow the steps below:

1. Highlight the report / report group to be renamed.
2. Click the **Rename** button.
3. Fill in the desired name for the report / group.
4. Click the **Enter** keyboard button to confirm renaming.

Note: The *Public Reports* and *My Reports* groups cannot be renamed.

Deleting Reports or Report Groups

In order to delete a report or report group, follow the steps below:

1. Highlight the report / report group to be deleted.



2. Click the **Delete** button.
3. Click the **OK** button to confirm deletion.

Note: The *Public Reports* and *My Reports* groups cannot be deleted.

Adding a Sub-group

In order to add a sub-group, follow the steps below:

1. Click the **Add Group** button.
2. Fill in the desired name for the sub-group.
3. Click the **Enter** keyboard button to confirm adding.

Re-ordering Reports and Groups

In order to re-order reports or report groups, follow the steps below:

1. Highlight the report / report group the sorting order of which needs to be changed.
2. Click the **Move Up / Move Down** button.

Setting a Report as Default

In order to set a report as default, follow the steps below:

1. Highlight the report to be displayed in the respective module when you access it.
2. Click the **Set as Default** button. The selected report will be marked with *(default for me)* option.

Note: This option is available only in the *Chart*, *Map*, and *Report* modules.

Setting a Report as Default for Public Users

In order to set a report as default for public users, follow the steps below:

1. Highlight the report to be displayed in the respective module when a public user accesses it.
2. Click the **Set as Default for Public Users** button. The selected report will be marked with *(default for public users)* option.

Note: This option is available only in the *Chart*, *Map*, and *Report* modules.



Viewing Pre-defined Reports

In the *List*, *Chart*, *Map*, and *Report* modules, you can view the pre-defined reports stored under **Public Views/Charts/Maps/Reports** or **My Views/Charts/Maps/Reports** section (see the *Main Menu Bar* description in [DAD AFGHANISTAN ANALYTICAL INTERFACE STRUCTURE](#)) for data analysis and comparison. For this purpose, select the report to display and click one of the following **Generate Report** buttons to the left of the report name:

-  - in the *List* module;
-  - in the *Chart* module;
-  - in the *Map* module;
-  - in the *Report* module.

The selected report will open in the application window (*List*, *Chart*, and *Map* modules) or a new window (*Report* module). The same results can be achieved if you click the report name.

Editing Pre-defined Reports

To save you the time and the effort of structuring a report from the scratch when it is necessary to introduce some modifications in any of the pre-defined reports stored under **Public Reports** or **My Reports**, the *Edit* option has been designed in the *Report* module.

In order to edit reports, click the  (**Edit**) button to the left of the report to edit. The selected report structure will be loaded in the application window giving you the possibility of formatting and styling it in the desired way. For more details on how to apply formatting to the reports, see [Customizing Reports](#).

The pre-defined *List* and *Chart* reports stored in **Public Views/Charts** or **My Views/Charts** can also be edited after you have selected to view them (see [Viewing Pre-defined Reports](#)). Once the selected report is loaded in the application window, make the appropriate changes and save them. If you wish to keep the modifications, do not forget to save the modified report, see [Saving Reports](#).

Exporting Reports

From the *Chart*, *Map* and *Report* modules, you can design appropriate reports and export them in the PDF, MS Word and MS Excel formats.



In order to export the reports in the PDF, MS Word and MS Excel formats, follow the steps below:

1. Click the respective  **(Export in PDF Format)** /  **(Export in MS Word Format)** /  **(Export in MS Excel Format)** button. A separate window will open.
2. Make changes, if necessary.

Printing Reports

From the *Chart*, *Map* and *Report* modules, you can design appropriate reports and print them out.

In order to print out the selected report, follow the steps below:

1. Click the  **(Print)** button on the top toolbar in the right side of the screen. A separate window will open.
2. Select the *Print* option.



FILTERING

The system allows for data filtration. Filtering is used to narrow down the information displayed in the reports. The filtration works in the Step-by-Step technology, which is used to implement new filtering over the results of the previous one. This option reduces the size of reports and makes them easier to read. Filters can be added to new or existing reports. Defined filtering is applicable for list, reports, charts, and maps.

The list of the most frequently-used filter categories is displayed under the *Filter By:* section. The list of all available filter categories is displayed when you click the **More Filters** link.

Creating Filtering Criteria

Follow the instructions below to create filtering criteria:

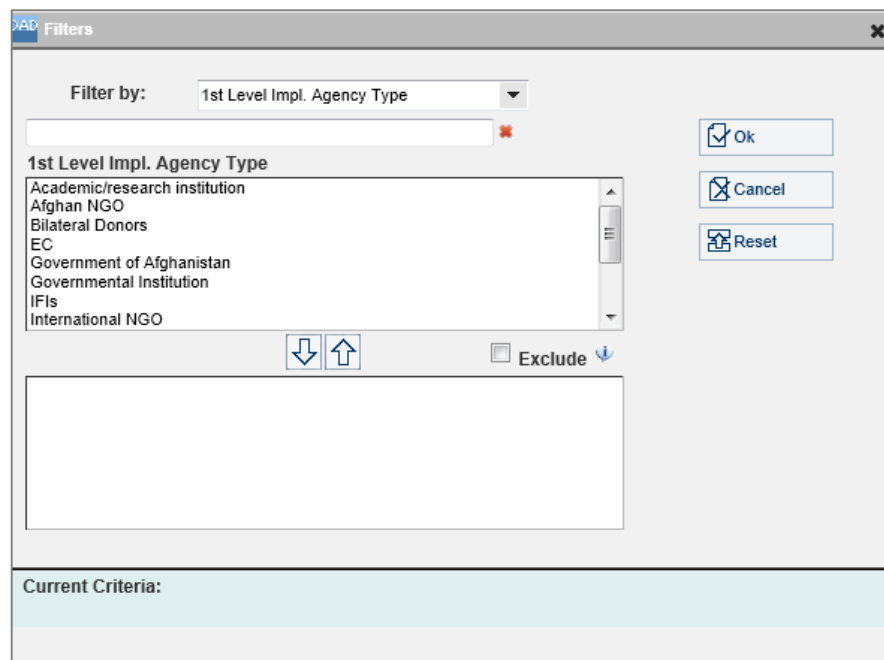


Figure 97: Filters

1. Click the hyperlink under the *Filters* section that represents the *Category* according to which the filtering will be carried out. A *Filters* window (Figure 97) will appear having the *Category Item* pull down menu set to the selected *Category*. The first text area holds a list of all the available *Category* items that the report could display, whereas the second text area holds a sub-set list of the first one. You may only edit the sub-set list in the second text area. At the



end of the filtering, if the sub-set list is empty, all the *Category* items will be included in the report. If, however, the sub-set is non-empty, only the items in the sub-set list will be included in the report. At the bottom of the pop-up window the selection criteria from all categories are presented. This view is also available from the main screen under the hyperlink **View Criteria**.

2. Select a *Category* item from the list in the first text area.

Note: In case the category items list is long and hard to browse in, you can search for a specific item(s) by providing search criteria in the respective field. The search result will return all possible matches (Figure 98).

3. Click the downward-pointing arrow button to add the item selected to the list in the second text area (Figure 99).
4. Repeat steps 2 and 3 to add more than one *Category* item.

Note: If a *Category* item needs to be removed from the second text area, select it from the list in the second text area and click the upward-pointing arrow button.

5. Click the **OK** button to apply the filtering to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map). The system will regenerate and download, to the client's side, an updated report that applies the updated filtering criteria.

Figure 98: Searching for a Category Item



Note: It is possible to exclude a *Category* item(s) from being included into the filtering criteria to be created. In this case, tick the *Exclude* check box. All the *Category* items that appear in the second text area will be excluded from the filtering criteria to be created.

DAD Filters

Filter by: Project Status

Project Status

- Funded by Ministry's Revenue
- Multi Year
- New Request
- Not Yet Started
- Planned-Funded
- Planned-Unfunded
- Procurement
- Suspended

Ok Cancel Reset

↓ ↑ ☐ Exclude

Ongoing

Current Criteria:

Project Status	Is	Ongoing
----------------	----	---------

Figure 99: Selecting Category Items

Sample Filtering Criteria

If **Expenditure Category** has been selected as a filtering category and **Wages and salaries** as a category item, the following results will be acquired (Figure 100).



NATIONAL BUDGET AND AID MANAGEMENT SYSTEMS
AFGHANISTAN

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Tel: +93(0)700 161 205
Welcome, synergy admin

My Portfolio | **List** | Chart | Map | Report | **Help**

APPLICATIONS
▶ Core Project
External Project
Grant/Loan Profile
Donor Profile
Contract & Allotment
Contingency Fund and Reserved Code
Current Budget
Revenue
Tashkeel
Narrative
Budget Versions
Financial Plan
Integrated Reporting Application

SEARCH
Advanced Search

FILTERS
Remove Filters
View Criteria
Filter by:
Funding Source
Funding Agency
1st Level Implementing Agency
Sub Pillar
Sector
Province
Project Status
DAD Reference Number
✖ Expenditure Category
Last Modified On (Month/Year)
More Filters...

PUBLIC VIEWS
MY VIEWS

List
Please note: a filter is applied - you are currently reviewing a selection/sub-set of all projects
Show Images | Save As | [درد](#)

Modify Current View

Gov.Resp.Agency / Project	Title	Committed (USD)	Disbursed (USD)
+ Afghanistan Academy of Sciences		9,809	
+ Afghanistan Investment Support Agency			
+ Anti-Corruption Commission			
+ Attorney General		604,000	0
+ Independent Administrative Reform and Civil Service Commission		508,148	30,597
+ Ministry of Agriculture Irrigation and Live Stock		868,337	0
+ Ministry of Commerce and Industry		9,344	0
+ Ministry of Communication and Information Technology		16,600,000	
+ Ministry of Defence		3,347,266	2,847,266
+ Ministry of Economy			
+ Ministry of Education		1,213,007	100,000
+ Ministry of Finance		257,293	
+ Ministry of Haj and Religious Affairs		344,591	
+ Ministry of Information and Culture			
+ Ministry of Interior		260,243	
+ Ministry of Labor, Social Affairs, Martyrs and Disabled		879,667	804,667
+ Ministry of Mines & Petroleum		133,333	0
+ Ministry of Public Health		4,282,134	75,849
+ Ministry of Public Works			
+ Ministry of Rural Rehabilitation and Development		14,473,689	0
+ Ministry of Transport			
+ Ministry of Urban Development Affairs		2,495,603	
+ President Office			
+ Water Supply and canalization corporation			
Total		46,286,464	3,858,379

Results 1 - 24 of 24

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Figure 100: Filtered List



SEARCH

The *DAD Afghanistan* application is equipped with a comprehensive search mechanism, which allows searching for any relevant information.

Simple Search

The simple search interface is available to find any relevant information quickly and easily within the integrated *DAD Afghanistan* content. Simple search implies that you can type search operators directly into the search box.

Advanced Search

In addition to providing easy access to the content, the *DAD Afghanistan* application has a number of specific features that is used to find exactly what is looked for. One of these features is advanced search that allows setting different complex conditions using the *Advanced Search* form. It gives several additional fields which may be used to qualify searches by such criteria as district, sub-sector, project title, etc.

Follow the instructions below to create search criteria:

1. Click the **Advanced Search** link under the *Search* section. The *Advanced Search* form appears (Figure 101).
2. Define the text to search for in the appropriate field.
3. Specify the fields to look in by selecting the appropriate checkbox(es).
4. Click the **OK** button to apply the search criteria to the ad-hoc query and to the screen that was active prior to the filtering alterations (i.e. List, Chart, or Map).



DAD Filters

Filter by: **Advanced Search**

Text to find:

Search in:

- ☐ Funding Agency
- ☐ 1 st Level Implementing Agency
- ☐ Sector
- ☐ Province
- ☐ Title
- ☐ Description
- ☐ DAD Reference Number
- ☐ Country
- ☐ Donor Reference number
- ☐ Transfer From Organisation
- ☐ Transfer To Organisation
- ☐ Allotment (Code)
- ☐ Contract (RefNum)

Buttons:

Current Criteria:

Figure 101: Advanced Search Section

Sample Search Criteria

DAD Filters

Filter by: **Advanced Search**

Text to find: **education**

Search in:

- ☐ Funding Agency
- ☐ 1 st Level Implementing Agency
- ☒ Sector
- ☐ Province
- ☒ Title
- ☒ Description
- ☐ DAD Reference Number
- ☐ Country
- ☐ Donor Reference number
- ☐ Transfer From Organisation
- ☐ Transfer To Organisation
- ☐ Allotment (Code)
- ☐ Contract (RefNum)

Buttons:

Current Criteria:

Search	education	IN
		Sector
		Title
		Description

Figure 102: Defining Search Criteria

If you have selected to search for **Education** among project titles, project descriptions, and sectors (Figure 102), the following search results will appear (Figure 103).



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AFGHANISTAN

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Tel: +93(0)700 161 205
Welcome, synergy admin

My Portfolio | **List** | **Chart** | **Map** | **Report** | **Help**

APPLICATIONS

- Core Project
- External Project
- Grant/Loan Profile
- Donor Profile
- Contract & Allotment
- Contingency Fund and Reserved Code
- Current Budget
- Revenue
- Tashkeel
- Narrative
- Budget Versions
- Financial Plan
- Integrated Reporting Application

SEARCH

education
Advanced Search

FILTERS

[Remove Filters](#)
[View Criteria](#)

Filter by:

- Funding Source
- Funding Agency
- 1st Level Implementing Agency
- Sub Pillar
- Sector
- Province
- Project Status
- DAD Reference Number
- Expenditure Category
- Last Modified On (Month/Year)

[More Filters...](#)

PUBLIC VIEWS

MY VIEWS

List

Please note: a filter is applied - you are currently reviewing a selection/sub-set of all projects

[Show Images](#) | [Print](#) | [Save As](#) | [Export](#)

[Modify Current View](#)

Gov.Resp.Agency / Project	Title	Committed (USD)	Disbursed (USD)
+ Afghanistan Academy of Sciences		6,696,733	11,331
+ Afghanistan Cricket Board		0	0
+ Afghanistan Football Federation		1,500,000	0
+ Afghanistan National Disaster Management Authority		557,851	557,851
+ Anti-Corruption Commission		0	0
+ General Directorate of Physical Education		43,836,059	0
+ General Directorate of Radio Television of Afghanistan		12,311,845	0
+ Independent Administrative Reform and Civil Service Commission		0	0
+ Legal Training Center		91,128	91,128
+ Ministry of Agriculture Irrigation and Live Stock		116,378	0
+ Ministry of Border and Tribal Affairs		4,489,295	0
+ Ministry of Commerce and Industry			
+ Ministry of Defence		0	0
+ Ministry of Education		1,529,315,761	121,043,065
+ Ministry of Energy and Water			
+ Ministry of Finance		0	0
+ Ministry of Higher Education		394,914,925	16,036,306
+ Ministry of Information and Culture		28,174,583	461,416
+ Ministry of Justice		0	0
+ Ministry of Labor, Social Affairs, Martyrs and Disabled		94,562,975	21,743,102
+ Ministry of Public Health		391,917	391,917
+ Ministry of Public Works		431,030,736	1,125,000
+ Ministry of Refugees and Repatriates		61,989	61,989
+ Ministry of Rural Rehabilitation and Development		66,913,768	0
+ Ministry of Transport		0	0
+ Ministry of Women's Affairs			
+ Other		0	0
+ President Office			

Results 1 - 28 of 28

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Figure 103: Search Results



REFERENCES

Please refer to the following DAD Afghanistan related documents:

- DAD Afghanistan Core Project Application User Manual
- DAD Afghanistan External Project Application User Manual
- DAD Afghanistan Grant/Loan Profile Application User Manual
- DAD Afghanistan Donor Profile Application User Manual
- DAD Afghanistan Contract & Allotment Application User Manual
- DAD Afghanistan Financial Plan Application User Manual
- DAD Afghanistan Administration Center User Manual